



LIFE17 ENV/IT/347  
SUBSED

"Sustainable substrates for agriculture from  
dredged remediated marine sediments: from  
ports to pots"

MANAGEMENT

Start: 01/10/2018

End: 30/09/2021

05/10/2018

Kick-off meeting  
Pescia (PT)- Italy  
FLORA Premises



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## AGENDA

**09:15** [FLORA] Welcome and opening of the meeting

**09:20** [All] Presentation of Beneficiaries

FLORA

CREA

UMH

CarbonSink

ISECNR

CALIPLANT



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## MANAGEMENT

- **Legal and administrative provisions:**
  - **LIFE rules**
  - **Grant Agreement with the EC**
  - **Special Conditions**
  - **Annex I General Conditions**
  - **Annexes**
  - **Project Proposal**
- **Partnership Agreement**
- **Management and coordination**



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## MANAGEMENT

### Grant Agreement:

- Agreement Number: LIFE17 ENV/IT/347
- Coordinating Beneficiary: FLORA
- Associated beneficiaries: CREA, ISECNR, CarbonSink, UMH, CALIPLANT
- Total eligible project budget: €1,745,524
- EU financial support: 59.97% of eligible cost with a maximum of €1,046,731



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## MANAGEMENT

The coordinating beneficiary alone is entitled to receive funds from the Commission and distribute the amounts corresponding to the associated beneficiaries' participation in the project



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## MANAGEMENT

In no case shall the Commission increase its contribution or the rate of co-financing



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## MANAGEMENT

The coordinating beneficiary:

- shall be the single point of contact for the Commission and
- shall be the only participant to report directly to the Commission on the technical and financial progress of the project



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## MANAGEMENT

**The coordinating beneficiary shall conclude with all associated beneficiaries an agreement describing their technical and financial participation in the project**



**Partnership Agreement**





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## MANAGEMENT

### Partnership Agreement:

- FLORA will send a partnership agreement by e-mail following the EC general model
- Role and obligations of the coordinating beneficiary:
  - To be the project interface for the EC
  - To prepare and send all the project reports
  - By the end of each month, the coordinating beneficiary shall send to the monitor representant an email presenting the activities carried out during the month in question.
  - To have the copies of all the administrative documents of each beneficiary
  - To define in the Partnership Agreement the payment procedures of the EU contribution to all the beneficiaries
  - To pay each beneficiary after the signature of the Partnership Agreement



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## MANAGEMENT

### Partnership Agreement:

#### ➤ Role and obligations of the associated beneficiaries:

- By the end of each month, every associated beneficiary shall send to the coordinating beneficiary an email presenting the activities carried out during the month in question.
- The associated beneficiaries shall do everything in their power to help the co-ordinating beneficiary fulfil the coordinating beneficiary's obligations under the grant agreement.
- In particular, the associated beneficiaries hereby shall provide to the co-ordinating beneficiary all the project financial documents each three months.
- To fill in and send to the FLORA the financial identification form filled in



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## **MANAGEMENT**

**The associated beneficiaries shall not report directly to the Commission on the technical and financial progress unless explicitly requested to do so by the Commission**



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## **MANAGEMENT**

**The coordinating beneficiary and the associated beneficiaries shall retain, throughout the project and for at least five years after the final payment, all appropriate supporting documentation**



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## **MANAGEMENT**

**The coordinating beneficiary and associated beneficiaries shall publicise the project and its results, always mentioning the Community support received**



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## MANAGEMENT

### MONITOR TEAM

The EC inividuate a monitor team (Carlo Ponzio) of External EC monitor company (NEEMO TIMESIS) which will assist/check/monitor the technical and financial update of the project.

Once a year it is foreseen a “monitor meeting”.



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## DATA FOR MONITOR TEAM

**Please fill in the document with the Dr. Carlo Ponzio (External EC monitor team) data request for each partner**

- **Address of legal premises**
- **Address of operative premises**
- **Phone number**
- **Project technical responsible name**
- **Email of Project technical responsible name**
- **Project administrative responsible name**
- **Email of Project administrative responsible name**
- **Definition of payment procedures**
- **Legal representant**
- **Website**



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## MANAGEMENT

**Amendement (any formal project change) to the EC agreement**



**To be avoided**





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## MANAGEMENT Budget

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PARTNER

CLAIM

|              | Personnel        | Travel         | External assistance | Consumables    | Other cost    | Overheads      | TOTAL            | EC CONTRIBUTION  |
|--------------|------------------|----------------|---------------------|----------------|---------------|----------------|------------------|------------------|
| FLORA        | 364.554          | 18.170         | 129.000             | 44.000         | 49.500        | 42.297         | <b>647.521</b>   | <b>387.930</b>   |
| CALIPLANT    | 103.010          | 14.800         | 23.000              | 13.000         | -             | 10.700         | <b>164.510</b>   | <b>98.706</b>    |
| CREA         | 148.341          | 10.000         | 8.500               | 3.000          | -             | 11.800         | <b>181.641</b>   | <b>108.984</b>   |
| CabonSink    | 148.200          | 26.200         | 31.500              | -              | 4.500         | 14.720         | <b>225.120</b>   | <b>135.072</b>   |
| ISECNR       | 104.815          | 14.000         | 23.800              | 13.200         | 11.000        | 11.637         | <b>178.452</b>   | <b>107.071</b>   |
| UMH          | 215.400          | 17.100         | 57.000              | 36.000         | -             | 22.780         | <b>348.280</b>   | <b>208.968</b>   |
| <b>TOTAL</b> | <b>1.084.320</b> | <b>100.270</b> | <b>272.800</b>      | <b>109.200</b> | <b>65.000</b> | <b>113.934</b> | <b>1.745.524</b> | <b>1.046.731</b> |



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## MANAGEMENT Payments

**SUBSED**

### PARTNER

### PAYMENTS

**Prefinancing  
30%**

**Intermediate  
40%**

**Final 30%**

**EC  
CONTRIBUTION**

|              |                |                |                |                  |
|--------------|----------------|----------------|----------------|------------------|
| FLORA        | 116.379        | 155.172        | 116.379        | <b>387.930</b>   |
| CALIPLANT    | 29.612         | 39.482         | 29.612         | <b>98.706</b>    |
| CREA         | 32.695         | 43.594         | 32.695         | <b>108.984</b>   |
| CabonSink    | 40.522         | 54.029         | 40.522         | <b>135.072</b>   |
| ISECNR       | 32.121         | 42.828         | 32.121         | <b>107.071</b>   |
| UMH          | 62.690         | 83.587         | 62.690         | <b>208.968</b>   |
| <b>TOTAL</b> | <b>314.019</b> | <b>418.692</b> | <b>314.019</b> | <b>1.046.731</b> |



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## ARTICLE II.22 – BUDGET TRANSFERS

- **Without prejudice to Article II.10 and provided that the project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves, and up to a limit of 20% of the overall eligible costs, between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.**



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## MANAGEMENT

**Under no circumstances may the total amount paid by the Commission to the coordinating beneficiary exceed the maximum amount set for the Community contribution in the grant agreement, even if the total actual eligible costs of a project exceed the budget set in the grant agreement**



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## MANAGEMENT

**To be considered eligible, costs must be:**

- **provided in the budget of the project or have been authorized through an amendment to the grant agreement;**
- **directly linked to, and necessary for, carrying out the project covered by the grant agreement;**
- **reasonable and comply with the principles of sound financial management;**
- **compliant with applicable tax and social legislation; and**
- **actually incurred during the lifetime of the project, as defined in the grant agreement, be recorded in the coordinating beneficiary's or any associated beneficiaries' accounts or tax documents, and be identifiable and verifiable.**



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## MANAGEMENT

**To be considered eligible, costs must be:**

- **the legal obligation to pay was contracted after the start date of the project, or after the signature of the grant agreement by the Commission in case this signature takes place before the project start date;**
- **the implementation of the corresponding action started after the start date for the project and was completed before the end date (the only exception is the cost of the independent financial audit referred to in Article 31); and**
- **the cost has been fully paid before the submission of the final financial statement**



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## MANAGEMENT

### Ineligible costs:

- VAT for private companies
- Costs incurred in relation to activities not foreseen in the project or to modifications of actions, for which the written additional agreement foreseen
- Costs incurred for the purchase of durable goods or for the production of communication material, including notice boards and websites, not bearing the LIFE logo
- Any cost incurred for an action which benefits from aid under other Community financial instruments;



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## MANAGEMENT

### Ineligible costs:

- Costs for which a coordinating beneficiary and / or associated beneficiary already receives an operating grant from the Commission during the period in question;
- Invoicing between associated beneficiaries and between associated beneficiaries and the coordinating beneficiary;
- Any provisions for possible future losses or liabilities; or interest charges;
- Travel and accommodation expenses and any form of remuneration in the name of agents of the Union institutions and of the external monitoring teams;
- license or patent fees or other fees related to the protection of intellectual property rights;
- Invoices without specific reference to the project (stamp or explicit reference)





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## MANAGEMENT

- No invoices and suppliers or subcontractors between Beneficiaries.
- It is mandatory to **document the expenses** (follow-up patterns + invoices with clear references + payment justification)

**Please try to be coherent as much as possible  
with the project**

**Any deviation has to be explained**



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## **MANAGEMENT**

### **Cost center**

- **All the beneficiaries have to prepare an accounting system that allows them to follow up the SUBSED project costs with separated administrative and financial records.**
- **All the beneficiaries have to communicate the cost center code to the coordinating beneficiary and to update each three month of the print out of the SUBSED cost center**



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## MANAGEMENT

- **Direct costs:** eligible costs which can be attributed directly to the project
  - Personnel costs
  - Travel & Subsistence costs
  - External assistance costs
  - Consumable material
  - Other costs
- **Overheads**
- **SUMMARY OF COSTS IN FINANCIAL STATEMENT (EXCEL DOCUMENT) TO BE UPDATED AND SENT TO FLORA EACH 3 MONTHS**



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| Statement of EXPENDITURES    |  | Total costs with non-recoverable VAT (in €) | Total ELIGIBLE costs with non-recoverable VAT (in €) | Statement of INCOME (to cover the total cost) | €           | % of eligible costs |
|------------------------------|--|---|--|---|-------------|---------------------|
| PERSONNEL                    |  | 0,00  | 0,00   | Requested Union contribution:                 | 0,00        |                     |
| Additional salary costs:     |  | 0,00  | 0,00   | Beneficiary's own contribution:               | 0,00        |                     |
| Non-additional salary costs: |  | 0,00  | 0,00   | Co-financer's contribution:                   | 0,00        |                     |
| TRAVEL                       |  | 0,00  | 0,00   | Direct income of the project:                 | 0,00        |                     |
| EXTERNAL ASSISTANCE          |  | 0,00  | 0,00   |   |             |                     |
| Durable goods - EQUIPMENT    |  | 0,00  | 0,00   |   |             |                     |
| CONSUMABLES                  |  | 0,00  | 0,00   |   |             |                     |
| OTHER direct costs           |  | 0,00  | 0,00   |   |             |                     |
| <b>TOTAL</b>                 |  | <b>0,00</b>                                 | <b>0,00</b>  | <b>TOTAL</b>                                  | <b>0,00</b> |                     |

Exchange rate option used to convert national currency into EURO: **Not applicable (all costs in EURO)**



# LIFE17 ENV/IT/347 SUBSED

| PROJECT Reference: LIFE17 ENV/IT/347 - ACROBATH      |           | COUNTRY: Austria   |   | SPDIAD [FROM]: 00/01/2018  |  | SPDIAD [TO]: 00/01/2018          |                                      | PERSONNEL EMPLOYEES  |                    |   |  |  |  |   |  |               |                       |                      |  |             |
|--|-----------|--|---|----------------------------|--|----------------------------------|--------------------------------------|--|--------------------|---|--|--|--|---|--|---------------|-----------------------|----------------------|--|-------------|
| Total annual work obtained                           |           | Total annual work obtained                                   |   | Total annual work obtained |  | Total annual work obtained       |                                      | Total annual work obtained                                       |                    |   |  |  |  |   |  |               |                       |                      |  |             |
| 0,00   |           | 0,00   |   | 0,00                       |  | 0,00                             |                                      | 0,00   |                    |   |  |  |  |   |  |               |                       |                      |  |             |
| General information on staff assigned to the project |           |  |   | Employment period          |  | Information on the working hours |                                      |  |                    |   |  | Calculation of the PERSONNEL EMPLOYEES costs |  |   |  |               |                       |                      |  |             |
| D1   | D2        | D3   | D4  | C1                         | C2   | D1                               | D2                                   | D3   | D4                 | D5  | D6   | E1   | E2   | E3  | E4   | E5            | E6                    | E7                   | E8   |             |
| Name of person                                       | Job title | Rate in the annual (according to budget form 1) or justified | For Public Administration (LIFE or non-LIFE):<br>LIFE: 1<br>NON-LIFE: 2<br>ADDITIONAL 1<br>ADDITIONAL 2 | FROM                       | TO (if several dates in contract, last year) | Year of response                 | Contract type (full time, part-time) | X of time allocated to the project (ONLY IF FUND X is mentioned) | Date working hours | TOTAL number of hours worked per year (see Subst working hours according to timesheet 00.00.00) | Number of hours worked ANNUAL, annual, per month (00 per month if exchange rate applied in contract) | Annual gross salary (national currency)      | Annual obligatory social charges to be eligible additional costs (national currency) | Justification on other eligible additional costs (annual - description) | TOTAL annual personnel costs (national currency) | Exchange rate | HOURLY rate [in EURO] | DAILY rate [in EURO] | TOTAL annual personnel costs obtained for the project reporting period [in EURO] |             |
| 1  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 2  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 3  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 4  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 5  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 6  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 7  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 8  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 9  |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 10   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 11   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 12   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 13   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 14   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 15   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 16   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 17   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 18   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 19   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 20   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 21   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 22   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 23   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 24   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 25   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 26   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 27   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 28   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 29   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 30   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 31   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 32   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 33   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 34   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 35   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 36   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 37   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 38   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 39   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 40   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 41   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 42   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 43   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 44   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 45   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 46   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 47   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 48   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 49   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 50   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 51   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 52   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 53   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 54   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 55   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 56   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 57   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| 58   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   | 0,00   |               |                       |                      |  |             |
| <b>Total</b>   |           |  |   |                            |  |                                  |                                      |  |                    |   |  |  |  |   |  |               |                       |                      |  | <b>0,00</b> |



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## MANAGEMENT

**Personnel costs shall be calculated on the basis of the actual gross salary plus obligatory social charges and any other statutory costs included in the remuneration, but excluding any other cost.**

**The time, which each employee spends working on the project, shall be recorded on a timely basis using timesheets or an equivalent time registration system established and certified regularly by the coordinating beneficiary / associated beneficiary.**

**It is requested a declaration of the name of the personnel included in the project.**



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## MANAGEMENT

**It is very very important in the personnel justification to be coherent with the daily costs indicated in the project (tolerance 20%).**

### Rules of 2% for public entity

**The total of own contribution of project public entities has to be more of 2% of the total internal personnel costs**



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## Personnel time-sheet – Compulsory

|   |  |
|---|--|
| Name of Beneficiary                             |  |
| Name of staff member                            |  |
| Is staff member employed Full-time or Part-time |  |
| Calendar Year                                   |  |
| Calendar Month                                  |  |

| Calendar Day  | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | 13         | 14         | 15         | 16         | 17         | 18         | 19         | 20         | 21         | 22         | 23         | 24         | 25         | 26         | 27         | 28         | 29         | 30         | 31  | Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|-------|
| In case of absence, indicate one of the reason codes below      |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Hours worked on project 1* (e.g. LIFE project 1)                | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0 |       |
| Hours worked on project 2* (e.g. LIFE project 2)                | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0 |       |
| Action A.1**  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Action A.2**  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Action B.1**  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Action C.1**  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Action E.1**  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| Hours worked on project 3* (e.g. other EU funded project)       | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        |     |       |
| Hours worked on project 4* (e.g. other external funded project) | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0 |       |
| Hours worked on project 5* (e.g. internal project1)             | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0        | 0,0 |       |
| Other activities  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |     |       |
| <b>Total hours (including overtime)</b>                         | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> | <b>0,0</b> |     |       |

\*) indicate project reference

\*) Breakdown of hours worked per action is optional

| Absences        |    |
|-----------------|----|
| Weekend         | WE |
| Sick leave      | SL |
| Public holidays | PH |
| Annual holidays | AH |
| Other absence   | OA |

| Summary for this month  |            |
|---|------------|
| Hours worked on project 1* (e.g. LIFE project 1)                | 0,0        |
| Hours worked on project 2* (e.g. LIFE project 2)                | 0,0        |
| Hours worked on project 3* (e.g. other EU funded project)       | 0,0        |
| Hours worked on project 4* (e.g. other external funded project) | 0,0        |
| Hours worked on project 5* (e.g. internal project1)             | 0,0        |
| Other activities  | 0,0        |
| <b>Total hours (including overtime)</b>                         | <b>0,0</b> |

\*) indicate project reference

|                                    |
|------------------------------------|
| Date and signature of staff member |
|                                    |
| Explanation for late submission    |
|                                    |

|   |
|---|
| Date and signature of line manager/supervisor |
|   |
| Explanation for late validation               |
|   |





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## MANAGEMENT

- **PLEASE KEEP IN MIND THE FOLLOWING ISSUES:**
  - Clear identification to the LIFE project
  - Clear identification of the employee
  - Include year, month and day
  - Time of units worked for the LIFE project (Please be coherent keeping in mind the actions carried out!!)
  - Include the hours in which the personnel are involved in other EU projects
  - Number of time units worked in total
  - Date and signature of the employee and supervisor



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## MANAGEMENT

**In case the actual total productive hours for the employee are not recorded in a reliable time registration system a default value of 1720 hours shall be used.**

**Staff working for the LIFE project less than 2 full days per month on average are exempted from the time registration obligation.**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR PERSONNEL COST JUSTIFICATION**

- **Copy of the timesheets or time registration records, including calculation and documentation for the annual productive hours**
- **Payslips**
- **Contracts**
- **Secondment letters**
- **Payslips payments**
- **A detailed calculation of the annual personnel costs detailing the salary elements included in the annual gross salary and social/pension charges**



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| PROJECT Reference                   |                                   | LIFE17 ENV/IT/347 - ACRONYM |               |                      |                   | PERIOD (FROM) -                    |                          | 00/00/2000            |                      |                       | TRAVEL  |  |                     |                                  |   |
|-------------------------------------|-----------------------------------|-----------------------------|---------------|----------------------|-------------------|------------------------------------|--------------------------|-----------------------|----------------------|-----------------------|---|--|---------------------|----------------------------------|---|
| COUNTRY :<br>Beneficiary            |                                   | Austria<br>0                |               |                      |                   | PERIOD (TO) :                      |                          | 00/00/2000            |                      |                       | Amount VIII EUF - recoverable VAT<br>0,00     |  |                     |                                  |   |
| General information on travel costs |                                   |                             |               |                      |                   | Info on cost item                  |                          | Details on cost item  |                      |                       | Calculation of the TRAVEL & SUBSISTENCE costs |  |                     |                                  |   |
| Seq                                 | B1<br>Name of person who traveled | B2<br>Date of travel        | B3<br>Purpose | B4<br>Location -FROM | B5<br>Location TO | B1<br>Description of the cost item | B2<br>Duration (in days) | B1<br>Date of invoice | B2<br>Invoice number | B3<br>Date of payment | B1<br>Amount in national currency without VAT | B2<br>Amount in national currency with non-recoverable VAT | B3<br>Exchange rate | B4<br>Amount in EUFO without VAT | B5<br>Amount in EUFO with non-recoverable VAT |
| 1                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 2                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 3                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 4                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 5                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 6                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 7                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 8                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 9                                   |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 10                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 11                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 12                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 13                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 14                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 15                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 16                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 17                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 18                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 19                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 20                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 21                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 22                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 23                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 24                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 25                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 26                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 27                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 28                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 29                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 30                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 31                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 32                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 33                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 34                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 35                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 36                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 37                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 38                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| 39                                  |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     |                                  |   |
| <b>Total</b>                        |                                   |                             |               |                      |                   |                                    |                          |                       |                      |                       |   |  |                     | <b>0,00</b>                      | <b>0,00</b>                                   |



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## MANAGEMENT

**Travel and subsistence costs shall be charged in accordance with the internal rules of the coordinating beneficiary or associated beneficiary.**

**Restricted to personnel of the beneficiary.**

**It is mandatory and requested a declaration with the travel beneficiary rule explanation.**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR TRAVEL COST JUSTIFICATION**

- **Declaration of mission costs with details of each cost with relation to the project**
- **Copy of documents for each travel cost**
- **Possible invoices of hotels, restaurants, etc.**
- **Boarding cards**
- **Possible travel agency cost (not enough)**





# LIFE17 ENV/IT/347 SUBSED

| PROJECT Reference    |                 | LIFEXX XXX/XX/XXXXXX - ACRONYM |                   |                       |  | PERIOD (FROM) :                           |  | 00/01/1900                              |  | EXTERNAL ASSISTANCE             |                           |  |                             |  |
|----------------------|-----------------|--------------------------------|-------------------|-----------------------|--|---|--|---|--|---------------------------------|---------------------------|--|-----------------------------|--|
| COUNTRY :            |                 | Austria                        |                   |                       |  | PERIOD (TO) :                             |  | 00/01/1900                              |  | Amount WITH NON-recoverable VAT |                           |  |                             |  |
| Beneficiary:         |                 | 0                              |                   |                       |  |   |  |   |  | 0,00                            |                           |  |                             |  |
| Details on cost item |                 |                                | Info on cost item |                       |  |   | Calculation of the EXTERNAL ASSISTANCE costs |   |  |                                 |                           | selection procedure                    |                             |  |
| A                    | B1              | B2                             | B3                | C1                    | C2   | C3  | C4   | D1                                      | D2   | D3                              | D4                        | D5                                     | F                           |  |
| Seq n                | Date of invoice | Invoice number                 | Date of payment   | Num of sub-contractor | Description of sub-contracted item/service | Period when the service was provided FROM | Period when the service was provided TO      | Amount in national currency without VAT | Amount in national currency with non-recoverable VAT | Exchange rate                   | Amount in EUR without VAT | Amount in EUR with non-recoverable VAT | Applied selection procedure |  |
| 1                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 2                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 3                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 4                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 5                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 6                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 7                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 8                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 9                    |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 10                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 11                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 12                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 13                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 14                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 15                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 16                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 17                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 18                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 19                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 20                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 21                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 22                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 23                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 24                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 25                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 26                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 27                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 28                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 29                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 30                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 31                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 32                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 33                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 34                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 35                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 36                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 37                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 38                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| 39                   |                 |                                |                   |                       |  |   |  |   |  |                                 |                           |  |                             |  |
| <b>Total</b>         |                 |                                |                   |                       |  |   |  |   |  |                                 | <b>0,00</b>               | <b>0,00</b>                            |                             |  |





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## MANAGEMENT

**External assistance costs relate to subcontracting:**

- **Subcontractors shall not be considered as associated beneficiaries**
- **Any public beneficiary must award subcontractors in accordance with the applicable rules on public tendering**
- **Remember to provide the period for which the service is provided where appropriate. It is recommended to refer to the action number, to facilitate the link between the costs and the technical report**

**It is requested a declaration about selection rule of subcontractors**



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## MANAGEMENT

Ensure that all invoices include a clear reference to the project (project number and acronym)

EU wants the respect of the best value for money

Always call for tender



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR EXTERNAL ASSISTANCE COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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| COUNTRY :            | Austria         |                |                   |          | PERIOD (TO) :            | 00/01/1900                              | Amount WITH NON-recoverable VAT                      |               |                            |   |                             |
|----------------------|-----------------|----------------|-------------------|----------|--------------------------|---|--|---------------|----------------------------|---|-----------------------------|
| Beneficiary :        | 0               |                |                   |          |                          |   | 0,00   |               |                            |   |                             |
| Details on cost item |                 |                | Info on cost item |          |                          | Calculation of the CONSUMABLE costs     |  |               |                            |   | Selection procedure         |
| A                    | B1              | B2             | B3                | C1       | C2                       | D1                                      | D2   | D3            | D4                         | D5                                      | F                           |
| Seq. n°              | Date of Invoice | Invoice number | Date of payment   | Supplier | Description of cost item | Amount in national currency without VAT | Amount in national currency with non-recoverable VAT | Exchange rate | Amount in EURO without VAT | Amount in EURO with non-recoverable VAT | Applied selection procedure |
| 1                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 2                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 3                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 4                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 5                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 6                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 7                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 8                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 9                    |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 10                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 11                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 12                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 13                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 14                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 15                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 16                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 17                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 18                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 19                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 20                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 21                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 22                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 23                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 24                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 25                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| 26                   |                 |                |                   |          |                          |   |  |               |                            |   |                             |
| <b>Total</b>         |                 |                |                   |          |                          |   |  |               | <b>0,00</b>                | <b>0,00</b>                             |                             |



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## MANAGEMENT

**Expenditures on consumable material shall relate to the purchase of material which is not included on the inventory of durable goods and is specifically related to the implementation of the project.**

**Invoices (reference to project)**

**Ensure that all invoices include a clear reference to the project (project number and acronym)**

**EU wants the respect of the best value for money**

**Always call for tender**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR CONSUMABLE COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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|                      |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
|----------------------|-----------------|-----------------------------|--------------------|----------|--------------------------|---|--|------------------|---|--|------------------------|--|
| PROJECT Reference:   |                 | LIFE17 ENV/IT/347 - ACRONYM |                    |          |                          | PERIOD (FROM):                                |  | 00/01/1900       |   | OTHER RELEVANT COSTS:                                    |                        |  |
| COUNTRY:             |                 | Austria                     |                    |          |                          | PERIOD (TO):                                  |  | 00/01/1900       |   | Amount WITH NON recoverable VAT:                         |                        |  |
| Beneficiary:         |                 | 0                           |                    |          |                          |   |  |                  |   | 0,00   |                        |  |
| Details on cost item |                 |                             | Info on cost item  |          |                          | Calculation of the OTHER RELEVANT COSTS       |  |                  |   |  | Selection pr           |  |
| A                    | B1              | B2                          | B3                 | C1       | C2                       | D1  | D2   | D3               | D4                                      | D5   | E                      |  |
| Seq<br>n°            | Date of invoice | Invoice<br>number           | Date of<br>payment | Supplier | Description of cost item | Amount in<br>national currency<br>without VAT | Amount in<br>national currency<br>with non-<br>recoverable VAT | Exchange<br>rate | Amount in<br><b>EURO</b><br>without VAT | Amount in<br><b>EURO</b><br>with non-<br>recoverable VAT | Applied sel<br>procedu |  |
| 1                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 2                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 3                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 4                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 5                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 6                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 7                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 8                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 9                    |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 10                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 11                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 12                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 13                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 14                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 15                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 16                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 17                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| 18                   |                 |                             |                    |          |                          |   |  |                  |   |  |                        |  |
| <b>Total</b>         |                 |                             |                    |          |                          |   |  |                  | <b>0,00</b>                             | <b>0,00</b>  |                        |  |



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## MANAGEMENT

**Other costs mean any costs necessary for the project, not falling within a defined category  
Invoices (reference to project)**

**Ensure that all invoices include a clear reference to the project (project number and acronym)**

**EU wants the respect of the best value for money**

**Always call for tender**





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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR OTHER COST** **COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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## MANAGEMENT

**Overheads shall be eligible for flat-rate funding of a maximum of 7% of the total amount of eligible direct costs actually incurred, excluding land purchase/lease costs. They need not be supported by accounting documents.**



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## MANAGEMENT

**Only for the Coordinating beneficiary:**

**An independent auditor, nominated by the coordinating beneficiary, shall verify the final statement of expenditure and income provided to the Commission**



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## MANAGEMENT

**The Commission, or any representative authorised by the Commission, may audit a coordinating beneficiary or associated beneficiary at any time during the project implementation period and up to five years after the final payment of the Community contribution**



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## MANAGEMENT

### Coordination:

#### Project meetings

- **Follow up meetings: all partners**
  - **Kick off meeting in Italy in FLORA on 05 October 2018**
  - **Each six months**
- **Technical meetings: who, where and when according to project needs**
- **Monitor meeting: when and where the monitor wants**



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## MANAGEMENT

### Coordination:

### Reporting

- Midterm Report with payment request (project deadline 31/03/2020) with spent 100% of the pre-financing
- Progress Report (project deadline 31/03/2021)
- Final Report with payment request (Max 3 month after project end 30/12/2021)
- Project Deliverables



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## **DELIVERABLES E MILESTONES**

**The Deliverables are document (Reports) which have to be submitted to the EC together with the foreseen Report.**

**The milestones are not document but internal “check point”**



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## DELIVERABLES

### DELIVERABLE PRODUCTS OF THE PROJECT

| Name of the Deliverable  | Number of the associated action | Deadline   |
|--|---------------------------------|------------|
| Authorization of the sediments use in agriculture as agronomic substrate   | A 1                             | 31/12/2018 |
| Overview of national and EU legislation  | A 1                             | 31/12/2018 |
| SUBSED Communication plan  | D 1                             | 31/12/2018 |
| Report on the sediment treatment   | B 1                             | 31/03/2019 |
| Report on the characterization of treated sediments  | C 1                             | 30/06/2019 |
| SUBSED dissemination events at mid-term period   | D 2                             | 31/03/2020 |
| SUBSED dissemination material at mid-term period   | D 1                             | 31/03/2020 |
| SUBSED mid-term report   | E 1                             | 31/03/2020 |
| Report on nursery production   | B 2                             | 31/03/2021 |
| Report on the use of remediated sediments as a substrate for food crops production (basil, blueberry, wild strawberry, citrus) | B 4                             | 31/03/2021 |





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## DELIVERABLES

|   |     |            |
|---|-----|------------|
| Report on the use of remediated sediments as substrate for non food crops cultivation (flowers and ornamentals) | B 3 | 31/03/2021 |
| Monitoring activity on food crops production  | C 3 | 30/06/2021 |
| Monitoring activity on non food crops   | C 2 | 30/06/2021 |
| Final national and EU legislation overview with recommendations for future EU legislation of dredged materials  | A 1 | 30/09/2021 |
| Report on the socio-economic impact of the project  | C 4 | 30/09/2021 |
| SUBSED After-LIFE plan report   | E 3 | 30/09/2021 |
| SUBSED Business Plan  | B 6 | 30/09/2021 |
| SUBSED LCA  | C 4 | 30/09/2021 |
| SUBSED dissemination events at project end  | D 2 | 30/09/2021 |
| SUBSED dissemination material at project end  | D 1 | 30/09/2021 |
| SUBSED replicability and transferability plan   | B 5 | 30/09/2021 |
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| <b>LIFE17 ENV/IT/0003</b>   |     |            |
| SUBSED Audit Report   | E 2 | 30/12/2021 |
| SUBSED final report   | E 1 | 30/12/2021 |



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## MILESTONES

MILESTONES OF THE PROJECT

| Name of the Milestone  | Number of the associated action | Deadline   |
|--|---------------------------------|------------|
| SUBSED web site  | D 1                             | 31/12/2018 |
| Sediment treated and characterized                           | B 1                             | 31/03/2019 |
| Sampling, analysis and characterization of treated sediments | C 1                             | 30/06/2019 |
| KPI Webtool at Midterm Report                                | C 5                             | 31/03/2020 |
| KPI Webtool at Progress Report                               | C 5                             | 31/03/2021 |
| 2 Technical training courses                                 | B 5                             | 30/09/2021 |
| 4 project workshops  | B 5                             | 30/09/2021 |
| Technical Guidelines   | B 5                             | 30/09/2021 |
| KPI Webtool at Final Report                                  | C 5                             | 30/12/2021 |