



Asia South East

Management of the Project

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First General Meeting

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Agenda

1. Staff Costs
2. Travel Costs, Costs of Stay
3. Decision Making

Staff Costs



Staff costs will be paid on the basis of the distribution between the partners, only **to the staff** of partner institution actually participating in the project activities. **The existence of a formal contractual relationship between the employee (staff or natural person) and the beneficiary institutions is required in order to be eligible for the staff costs payment.**

In the context of a Capacity Building in Higher Education (CBHE) project **staff can be either:**

- a) **employed by a beneficiary institution** and therefore **part of its payroll system;**
- b) **a natural person** assigned to the project **on the basis of a contract against payment with a beneficiary institution.** For more details on the rules regarding staff costs for natural person please refer to **Annex V.**

Staff Costs



Transfers for staff costs payment will be made 2 times per project – after the intermediate report and one month before the end of the project. The sum for each payment will be calculated **on the basis of actual project performance** and in accordance with the distribution of the Staff cost.

Payment will be made only by bank transfer. Payment **cannot be made in cash** for security and traceability reasons. Staff costs can only be paid **directly to the bank account of a member of staff or to institution**, if this person and his employer have signed a Joint Declaration.

In practice, a distinction can be made between **two different cases**, in particular:

- a **staff member is remunerated directly** from the project (on a full-time, part-time or occasional basis as a top-up to normal staff salary) by his/her partner institution or by the grant holder directly.
- a **staff member is not remunerated directly** from the project.

Institutions themselves are allowed to charge staff costs (as a form of "**compensation**") for people who have been authorised to work for the Tempus project as **part of their normal working time** within the institution.

Staff Costs



The **documents** that beneficiary have to prepare **for the staff costs payment** are:

Employment contracts for the staff in question (copies are included in Annex VII),

A duly filled-in **Joint Declaration** (If the staff member performs tasks corresponding to different categories of staff, a separate Joint Declaration must be signed for each category),

Time-sheet,

Pay slips (staff) or evidence of payment (natural person) for the period in question,

Any **material evidence** allowing to verify that the declared workload corresponds to actual activities/outputs.

Travel Costs, Costs of Stay



Travel costs and costs of stay (including travel, accommodation, subsistence, personal or health insurance costs and entrance visas) are intended towards **participation of staff in the meetings** of the project.

The existence of a formal contractual relationship between the employee (staff or natural person) and the beneficiary institutions is required in order to participate to any travel. Thus, only persons mentioned in Annex VII, can participate in the meetings.

Only academic and management staff who is actually involved in the project activities and participation in the work of Subject Area Groups may travel and be reimbursed for the travel costs and costs of stay.

Travel Costs, Costs of Stay



Travel costs and costs of stay are foreseen for all partner institutions and **will be covered by the Coordinator in accordance with workplan** and list of the participants. All travel costs and cost of stay will be **paid in advance directly to the person travelling** by means of buying tickets, booking hotel and meals, etc. Expenses which cannot be covered for any reason by centralised management system will be reimbursed to the person travelling **directly to the personal bank account.**

Travel Costs, Costs of Stay



A duly filled-in **Individual Travel Report** (ITR - see the Guidelines for the use of the grant) has to be signed by each participant at the meeting venue. ITRs will be prepared by Coordinator and distributed during the meetings.

Supporting documentation will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).

Travel Costs, Costs of Stay



The expenses for each meeting will be calculated for the whole group of participants.

Travel costs - The flights and other means of transport will be chosen in accordance with distance and related unit costs. The use of cheapest means of travel (e.g. Economy tickets for air travel) will be applied.

Costs of stay - Hotel package (accommodation, meals, hire of premises for meetings, etc.) will be chosen in accordance with number of meeting days respecting the unit costs for the Costs of Stay.

The saving/loss of the travel costs and costs of stay will be calculated for each participant and redistributed for the whole group.

The difference between unit costs and real costs of each trip - **remaining sum** - will be distributed among meeting participants in order to cover “**per diem**” (additional meals, transportation from/to airport, local transportation, etc.). Sum for “per diem” will be reimbursed directly to the person travelling **in cash at the venue of the meeting.**

Decision Making



Steering Committee

The consortium set up the Steering Committee at First General Meeting. The Steering Committee consist of Executive Board and Committee Members.

Steering Committee Executive Board

Executive Board includes **Project Coordinator, Project Co-Coordinator, Project Manager, Project Co-Manager, SAG Coordinators.**

Executive Board responsibilities include: championing the project and raising awareness at senior level; approving strategies, implementation plan, project scope and milestones; resolving strategic and policy issues; prioritising project goals; allocates resources to support project implementation; advises on issues escalated by Committee Members; exemplifies rapid analysis and decision-making characteristics imperative of all project team members; recommends resolution of scope related matters.

Decision Making



Coordinators of Subject Area Groups are responsible for the academic development of the project and programmes. Their functions are coordination and development of SAGs, leading consultation process with stakeholders, defining degree profiles and elaboration of programmes and courses in partner institutions, coordination of the opinions of SAGs among the different consortium members, and the resolution of debatable issues in case of divergent opinions related to academic issues of the project.

Decision Making



Steering Committee Members

Contact persons (confirmed by each beneficiary) shall be members of the Steering Committee (SC), with a proper mandate to negotiate on behalf of his/her institution.

Following the logic of the project, and in order to use the Travel Costs and Costs of Stay in an effective and efficient way, it is rational that the contact person combines management and academic tasks during the project meetings. Any contact person **who holds only a management profile** and cannot participate in the work of Subject Area Groups (and therefore in the project meetings) **may appoint a deputy** to the SC who can combine management and academic tasks.

Decision Making



Steering Committee Members

In order to be able **to participate in the project meetings**, the contact person (or deputy) has to **be able to participate in the work of Subject Area Groups** (therefore, he/she must have an **appropriate academic profile**). Any contact person who cannot participate in the SAG work/project meeting and is not able to appoint a deputy, may participate in the decision-making process using the **project management web site** and other ways of communication. At any time, the partner institution may decide to change the contact person.

Decision Making



For on-going project management and timely decision making special **project management web site** will be implemented (<https://universityofdeusto.teamwork.com>).

The project management web site is based on the TeamworkPM platform - one of the leading project management platforms offering wide range of the project tools including task, milestones, messages, mails, files, time, notebooks, risks, calendar and people. Besides that, different ways of communication between Steering Committee Members and Executive Board, including telephone calls, e-mails, and Skype conferences, will be used. The project management web site structure and guideline will be presented at First General Meeting.

Thank you!