

BARMETAL

Digitalization, Automatization and Decarbonization:
Opportunity for strengthening collective bargaining in the metal sector

Kick off Meeting - 22/11/2022

Administration and Management



Co-funded by
the European Union

BARMETAL



Project Coordinator: SSSA
GRANT AGREEMENT N. 101052331
Call: SOCPL-2021-IND-REL
Project Duration: 24 Months
Project eligible period: 03/10/2022 – 02/10/2024

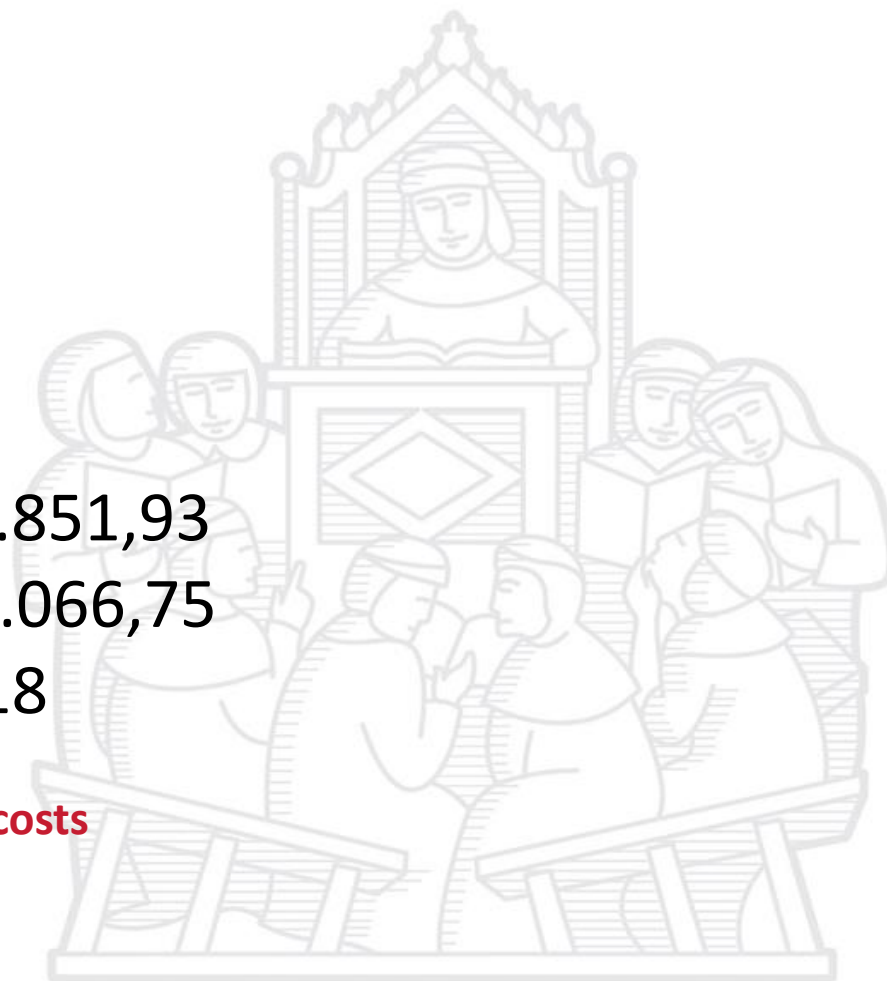
BUDGET

TOTAL ELIGIBLE COSTS = € 457.851,93

MAX GRANT AMOUNT = € 412.066,75

Co financing = € 45.785,18

Reimbursement rate = 90% of eligible costs



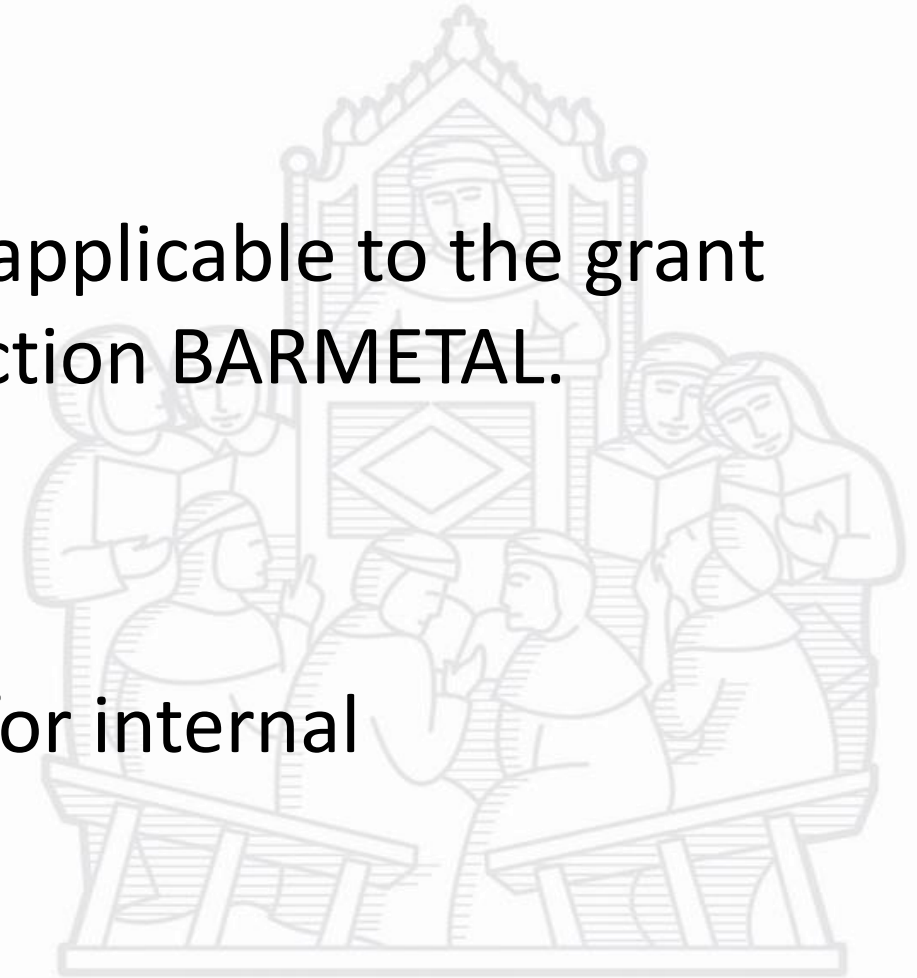
REFERENCE DOCUMENTS

✓ GRANT AGREEMENT

Rights, obligations, terms and conditions applicable to the grant awarded for the implementation of the action BARMETAL.

✓ CONSORTIUM AGREEMENT

concluded between the project partners for internal management of the consortium

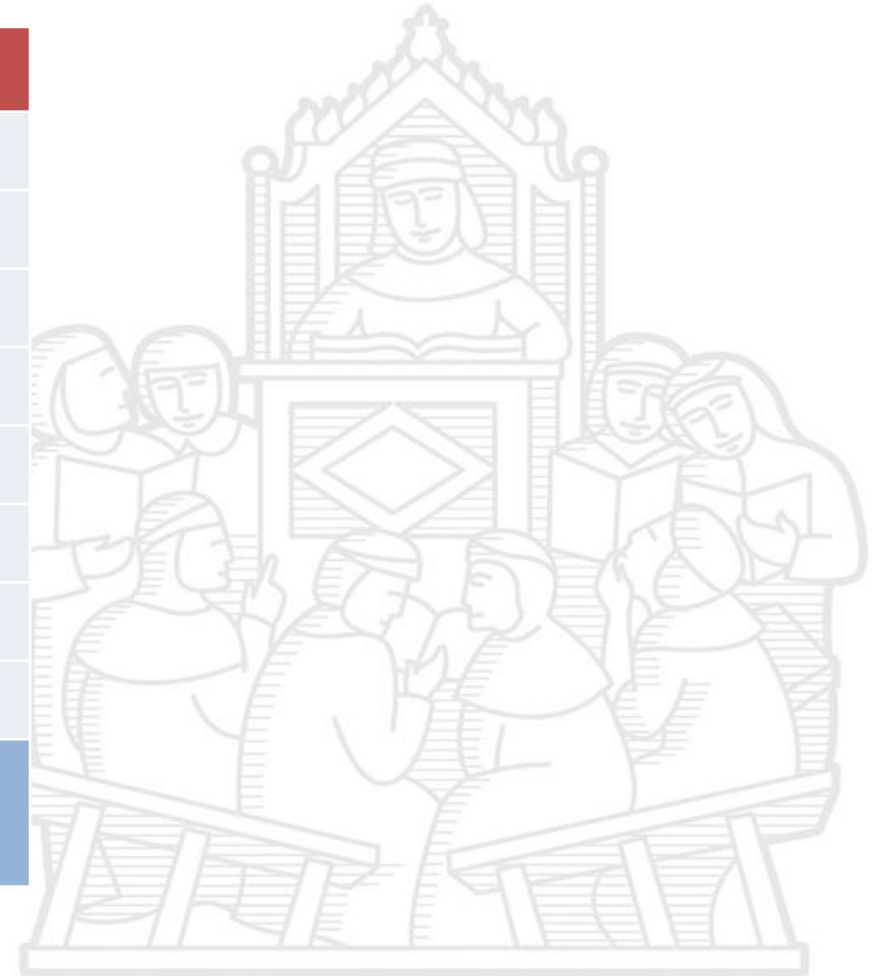


BUDGET

PARTICIPANT	DIRECT PERSONNEL COSTS	TRAVEL	OTHER GOODS, WORKS, SERVICES	INDIRECT COSTS 7%	TOTAL COST 100%	90% REIMBURSED
SSSA	84.234,00 €	7.480,00 €	1.400,00 €	6.517,98 €	99.631,98 €	89.668,78 €
CELSI	43.240,00 €	2.185,00 €	17.300,00 €	4.390,75 €	67.115,75 €	60.404,18 €
LNU	72.040,00 €	4.105,00 €	1.400,00 €	5.428,15 €	82.973,15 €	74.675,84 €
ASE Bucuresti	15.350,00 €	1.015,00 €	700,00 €	1.194,55 €	18.259,55 €	16.433,60 €
ISP/IPA	15.050,00 €	1.050,00 €	700,00 €	1.176,00 €	17.976,00 €	16.178,40 €
WIF	88.570,00 €	1.670,00 €	34.000,00 €	8.696,80 €	132.936,80 €	119.643,12 €
UB-FE	16.600,00 €	1.025,00 €	700,00 €	1.282,75 €	19.607,75 €	17.646,98 €
CUNI	16.300,00 €	1.085,00 €	700,00 €	1.265,95 €	19.350,95 €	17.415,86 €
TOT	351.384,00 €	19.615,00 €	56.900,00 €	29.952,93 €	457.851,93 €	412.066,74 €

1° PRE-FINANCING: 40% OF THE GRANT

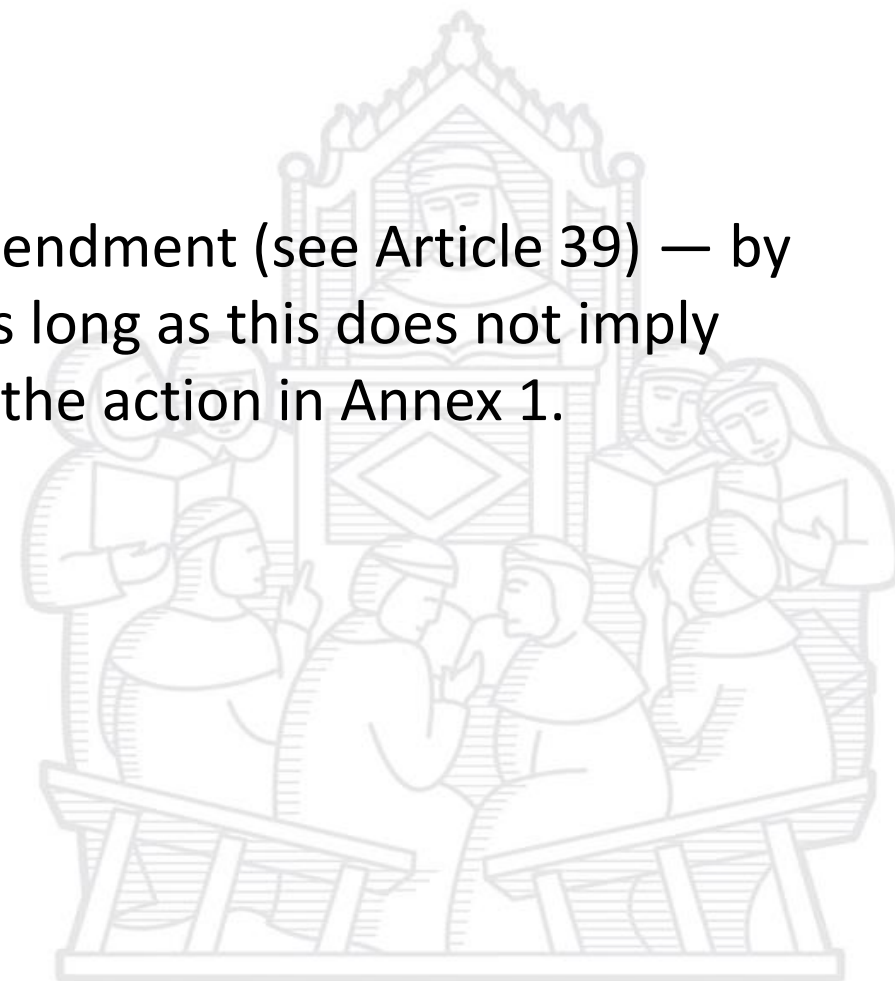
PARTICIPANT	
SSSA	35.867,51 €
CELSI	24.161,67 €
LNU	29.870,33 €
ASE Bucuresti	6.573,44 €
ISP/IPA	6.471,36 €
WIF	47.857,25 €
UB-FE	7.058,79 €
CUNI	6.966,34 €
TOT	164.826,69 €



BUDGET FLEXIBILITY

GA_Art. 5.5 Budget flexibility

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between participants and ***budget categories***), as long as this does not imply any substantive or important change to the description of the action in Annex 1.



HOW TO MANAGE THE PROJECT

1 CHECK GA and the Description of the Action (DoA) Part A Part B

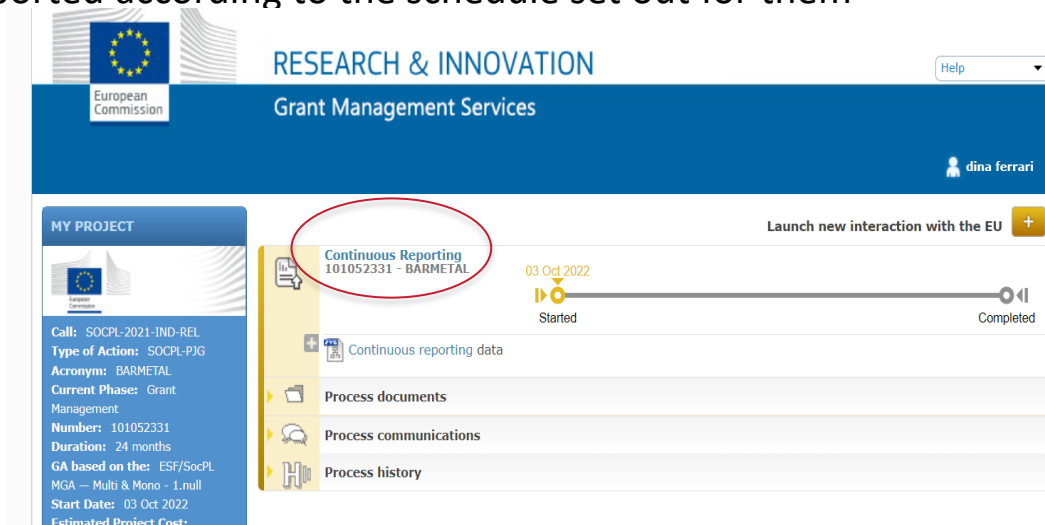
Check very carefully all the general and specific conditions related to the costs to be reported; the record-keeping conditions and the reporting terms; other important issues (check&audit, obligations, grant agreement management; rules for carrying out the action, etc)

Check your involvement on the project; your tasks; the deliverables' outcomes and deadline; your specific effort on the action, your detailed budget

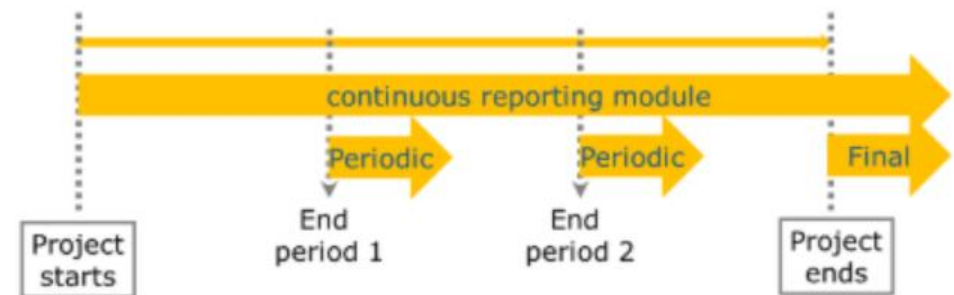
2 CHECK the EU FUNDING&TENDER Portal

CONTINUOUS REPORTING: part dedicated to the scientific reporting. The beneficiaries must ensure a regular update on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, events, communication activities, etc; if any), on the Portal Continuous Reporting tool. Deliverables and milestones to be reported according to the schedule set out for them

PERIODIC REPORTING: part becoming available at the end of each reporting period, in our case at month 12 and at the end of the project
 The periodic report is made up of a Technical part and a Financial one where data relating to the reporting period as personnel costs, other costs, the effort of each partner is are to be inserted



- Continuous reporting module
- Periodic reporting module



ELIGIBLE COSTS

‘Eligible costs’ are costs that meet the following criteria:

- ✓ they must be **actually incurred** by the beneficiary;
- ✓ they must be incurred in the period of duration of the project;
- ✓ they must be indicated in the estimated budget set out in the GA;
- ✓ they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation; -
--THE BENEFICIARIES MUST BE ABLE TO SHOW (WITH RECORDS AND SUPPORTING EVIDENCE) THE LINK TO THE ACTION.
- ✓ they must be identifiable and verifiable, in particular recorded in the beneficiary’s accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary’s usual cost accounting practices;
- ✓ they must comply with the applicable national law on taxes, labour and social security, and
- ✓ they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency



PLEASE READ CAREFULLY THE GRANT AGREEMENT FOR EACH COSTS CATEGORY SPECIFIC CONDITIONS # Art. 6.2 (actual costs vs. unit costs). For unit costs, see annex 2 of the GA



DIRECT PERSONNEL COSTS

Personnel working for the beneficiary under an **employment contract** (or equivalent appointing act) and **assigned to the action**.

➔ **Please check** the GA for other specific conditions relating to the employment contract related to the person to be recruited or already recruited and reported on the project.

HOW TO REPORT The personnel costs must be limited to **salaries, social security contributions, taxes** and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

Daily rate for the person
multiplied by
number of days worked on the action (rounded up or down to the nearest half-day)

Daily rate = annual personnel costs for the person divided by 215 working days

DAYS..HOURS...and TIMESHEETS

✓ Time worked on the action to be recorded in individual staff timesheets indicating the WPs

✓ Day- equivalents \longrightarrow 3 rules at hand

1) Conversion based on average number of **hours** the person must work **per day according to work contract**

Example: 36 hours per week on 5 working days = $36/5 = 7,20$ per day 1 day = 7,20 hours

2) Conversion based on the annual productive hours of the Beneficiary, if at least 90% of the EU workable time (1720 hours)

Example: Annual workable hours of Beneficiary B = 1600 hours

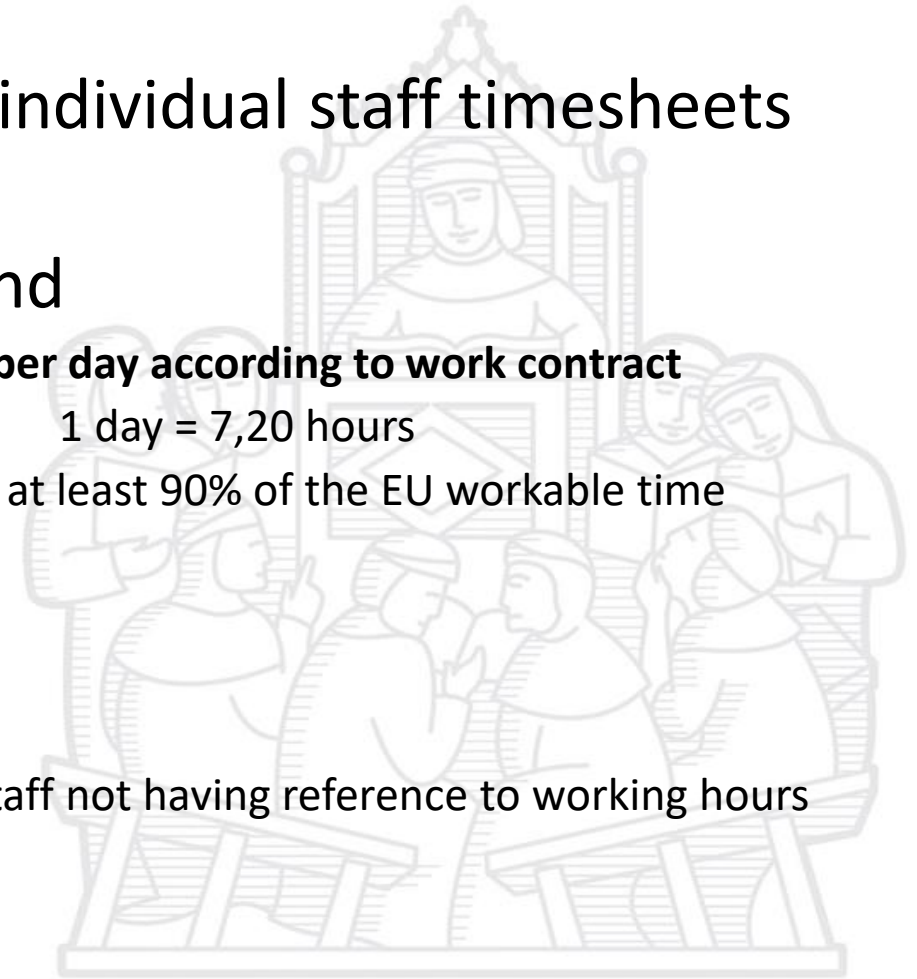
$1720 * 90\% = 1548$ so condition is met

$1600 \text{ hours} / 215 \text{ days} = 1 \text{ day} = 7,44 \text{ hours}$

3) Conversion based on fixed number of daily hours for beneficiaries or staff not having reference to working hours in their contracts nor annual productive hours

1 day = 8 hours

The option chosen must be applied consistently



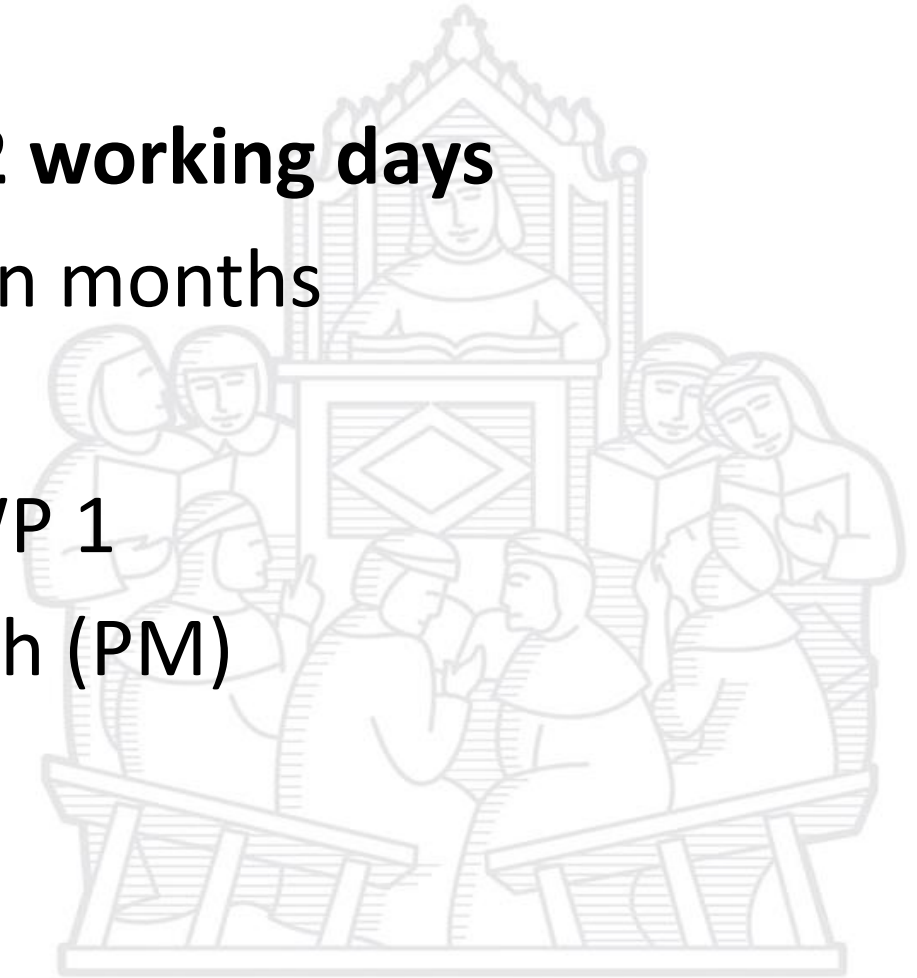
EFFORT on the project

Participant	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total Person-Months
SSSA	3,56	2,03	6,54	2,1	0,2	0,1	1,1	0,8	16,43
CELSI	1,9	0,4	6,6	0,4	0	0,1	1	0,8	11,2
LNU	0,53	0,2	6,64	0,1	0	0,2	0,13	0,2	8
ASE	0,53	0	2,5	0,1	0	0	0,4	0,2	3,73
IPA	0,53	0	3	0,1	0	0,4	0,64	0,13	4,8
WIF	0,5	0,3	3	7,57	0	3,3	0,2	0,6	15,47
UBG	0,53	0	3,16	0,13	0	0,1	0,23	0,1	4,25
CUNI	0,53	0,1	3,4	0	0,53	0	0,23	0	4,79
Total Person-Months	8,61	3,03	34,84	10,5	0,73	4,2	3,93	2,83	68,67



EFFORT calculation

- 1 year = 215 working days
- **1 month** = 215 working days/12 = **17,92 working days**
- Reported days / 17,92 = reported person months
- **Example:** 56 overall days reported on WP 1
 $56/17,92 = 3,13$ Person/Month (PM)



REPORTING PERIOD



The action has TWO 'reporting period'
RP1: FROM MONTH 1 TO MONTH 12
RP2: FINAL REPORTIN AT M24

The reports include a **technical** and **financial part**.

The **technical part includes** an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool. The Coordinator will prepare the technical part , with the partner's contribution, and upload it on the Portal within the deadlines indicated in the GA.

Each partner must submit the **financial report** directly on the portal within the deadline indicated in the GA. The financial reports must detail the eligible costs and contributions for each budget category, and an explanation of the use of resources (personnel efforts, other costs category)

Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

Beneficiaries with general accounts established in a **currency other than the euro** must convert the costs recorded in their accounts into euro, at the **average of the daily exchange rates** published in the C series of the Official Journal of the European Union (ECB website), calculated **over the corresponding reporting period**.

If no daily euro exchange rate is published in the Official Journal for the currency in question, they must be converted at the average of the monthly accounting exchange rates published on the European Commission website (InforEuro), calculated over the corresponding reporting period.

Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

CONSORTIUM AGREEMENT (CA)

The Consortium Agreement is a document, linked to the project Grant Agreement, but concluded only between the project partners.

The Consortium Agreement is an agreement to mainly regulate:

- the internal organization of the consortium;
- the breakdown of the Community financial contribution;
- The rules on dissemination, exploitation and access rights, including provisions on intellectual property rights;
- the resolution of any internal disputes;
- the agreements between the participants regarding liability, indemnification and confidentiality.

Although for BARMETAL it was not mandatory to have a CA, we decided to draw it up anyway, albeit in a very streamlined and reduced way, to have a common basis of rules and for the correct management of the project and its activities.

We have already sent a draft version of the CA to each partner. The final Version will be circulated by email and a deadline will be given to verify and confirm the document before the signatures.

SIGNATURE PROCEDURE (CA)

- the Coordinator will send a pdf copy to beneficiaries.
- Each beneficiary will print and sign one original **copy** of its signature page.
- The page signed in original will be sent by regular post to the Coordinator. Once signed the beneficiary will send also a scanned copy of the signature page.
- The Coordinator will collect the signed pages and prepare the CA signed in original.
- Each beneficiary will receive the scanned copy of the CA by email - **the coordinator will keep the copy signed in original.**
- Upon signature, the first 40% of the Grant Amount will be disbursed to each beneficiary



FINAL TIPS

- Keep track of the hours/days reported by the personnel in the relative WPs and in accordance with the effort inserted in the GA. Use timesheets accurately and punctually.
- Check the eligibility of the costs incurred
- Keep stored the eligible direct costs' supporting documentation
- Remember, when you do dissemination, to follow the visibility EU rules (See art. 17.2 GA)
- Let us have a **contact person** for the project administration and management

Feel free to ask advice, to inform of every changes or need of assistance and to give suggestion!

BARMETAL

**Digitalization, Automatization and Decarbonization:
Opportunity for strengthening collective bargaining in the metal sector**

