

Interreg - IPA CBC



Croatia - Bosnia and Herzegovina - Montenegro

Budget planning:



Project Management Tips
December, 2016

Eligible expenditure categories :

1. **Staff cost**
2. Office and administrative expenditure
3. **Travel and accommodation cost**
4. External expertise and services costs
5. Equipment expenditure

+ two additional expenditure categories:

6. Infrastructure and works
7. Preparation and closure costs

Human resources

→ are considered as staff members employed by the beneficiary, who are formally engaged to work on the project. Staff can either be already employed by the beneficiary or employed specifically for the project in line with beneficiary internal rules.

Staff cost refers **only to employees of the beneficiary** and its **project partners involved in the project**. All costs of **external associates/contactors** related to project activities must be indicated in the budget under the category of **4. External expertise and services costs**.



Staff cost

Eligible costs:

- Full-time and part-time work on the project
 - Salary payments and other costs (additional benefits) linked to salary Payments incurred and paid by the employer (employment taxes, social security) that are not recoverable by the employer and are fixed in the **employment document/law**
 - Salaries related to responsibilities specified in the job description
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- Overtime is eligible only in case when it is **directly related to the project** and it is in line with national legislation and relevant procedure used by employer institution.





Forms of reimbursement:

1. **On a real cost basis** —→ proven by the **employment document and payslips**
2. **As a flat rate** of up to **20% of direct costs** other than staff costs of that Project

Each potential beneficiary must decide on the **reimbursement option** and indicate the choice in the Application form.



The chosen reimbursement option will apply to **all staff members of the beneficiary institution** working on the project and will be set for the entire implementation period.



However, different project partners (beneficiaries) in the same project **may choose different option** for reimbursing staff costs.



1. Real costs

Expenditure category	Budget line	Wp P - Preparation	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Staff costs	Project Manager UV Pelješac /	€ 0.00	€ 28 800.00	€ 0.00	€ 0.00	€ 28 800.00
	Project assistant UV Pelješac /	€ 0.00	€ 16 800.00	€ 0.00	€ 0.00	€ 16 800.00
	Financial assistant UV Pelješac /	€ 0.00	€ 1 890.00	€ 0.00	€ 0.00	€ 1 890.00
	Sum	€ 0.00	€ 47 490.00	€ 0.00	€ 0.00	€ 47 490.00

Work package Wp M - Management

Max 30% of the total eligible cost of the Project
(1st CfP limitation)

Update Workpackage Budget For 'Wp M - Management' - 'Staff costs (j)

Period	Unit Type	Unit	Amount Per Unit	Total	Comment
Period 1 - 01.11.2016 - 31.01.2017	Full-time month	3.00	€ 1 600.00	€ 4 800.00	Project manager will be engaged 100% on the project activities during entire project implementation period. Costs of salary is calculated on the basis of regular gross 2 salary (1600 EUR) for this person in the UV Pelješac organisation.
Period 2 - 01.02.2017 - 31.07.2017	Full-time month	6.00	€ 1 600.00	€ 9 600.00	Project manager will be engaged 100% on the project activities during entire project implementation period. Costs of salary is calculated on the basis of regular gross 2 salary (1600 EUR) for this person in the UV Pelješac organisation.

Explain the cost calculation for each period

No time-sheet is required for staff working full-time on the Project!





2. Flat rate

Expenditure category	Budget line	Wp P - Preparation	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Staff costs	Staff costs / Staff costs	€ 0.00	€ 150.40	€ 5 452.00	€ 0.00	€ 5 602.40
	Sum	€ 0.00	€ 150.40	€ 5 452.00	€ 0.00	€ 5 602.40

eMS automatically generates the amount based on the selected percentage of flat-rate



Flat rate: max 20% of the direct cost of the project (other than staff costs)



- Applicant (potential beneficiary) does not allocate costs to the budget lines
- No delivery of relevant documentation will be required (payslips, bank statements)



Travel and accommodation

- ➔ Refer to the expenditure on travel and accommodation of the **staff** of the beneficiary organisation for tasks related to the delivery of the project.
- ➔ They cover: travel costs, accommodation costs, costs of meals, visa costs, daily allowances/per diems.

Reimbursement : on a **real cost** basis



Travel and accommodation of **external experts** → under **External Expertise and Services** budget category!

More details at → **Programme rules on eligibility of expenditures:**

http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/2016/03/Programme%20Rules%20on%20Eligibility%20of%20Expenditures_HR-BA-ME_final_09032016.pdf



Select Daily allowances or per diem-a (important for implementation)

Work package Wp M Management

Expenditure category	Budget line	Wp P - Preparation	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Travel and accommodation	+ Kick off meeting Dubrovnik - <u>daily allowances</u>	€ 0.00	€ 60.00	€ 0.00	€ 0.00	€ 60.00
	Kick-off meeting Dubrovnik - travel	€ 0.00	€ 50.00	€ 0.00	€ 0.00	€ 50.00
	Project monitoring meetings - Budva - daily allowances	€ 0.00	€ 270.00	€ 0.00	€ 0.00	€ 270.00
	Project monitoring meetings - Dubrovnik - daily allowances	€ 0.00	€ 180.00	€ 0.00	€ 0.00	€ 180.00
	Project monitoring meetings Budva - travel	€ 0.00	€ 300.00	€ 0.00	€ 0.00	€ 300.00
	Project monitoring meetings Dubrovnik - travel	€ 0.00	€ 150.00	€ 0.00	€ 0.00	€ 150.00
	Study visit to Budva - daily allowances	€ 0.00	€ 90.00	€ 0.00	€ 0.00	€ 90.00
	Study visit to Budva - travel	€ 0.00	€ 100.00	€ 0.00	€ 0.00	€ 100.00
	Sum		€ 0.00	€ 1 200.00	€ 0.00	€ 0.00

Update Workpackage Budget For 'Wp M - Management' - 'Travel and accomodation (Kick-off meeting Dubrovnik - travel)'

Period	Unit Type	Unit	Amount Per Unit	Total	Comment
Period 1 - 01.11.2016 - 31.01.2017	per km	200.00	€ 0.25	€ 50.00	Travel to the Kick-off meeting will be conducted by the official car of the organisation. All project team members will attend the meeting.

Explain the cost calculation

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