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**Erasmus+ Information Day
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Financial Management in example of Capacity Building projects in Uzbekistan

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*The EU programme for
Education, Training, Youth and Sport
2014 - 2020*



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Content

General Information Financial Management Procedures; Experience Financial Management Procedures;

- Opening Currency Bank Account under the partner universities
- Getting finance for travel cost and cost of stay
- Getting finance for staff cost
- Procedures in case in every transactions



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1. Contractual management of the grant (payments, reporting deadlines)

Payment arrangements:

- **1st payment** = 50% of the max. grant
- **2nd payment** = 40% of the max. grant (condition is to use and prove at least 70% of the 1st payment)
- **3rd payment (balance)** = after submission of:
 - **Interim report (technical)**
 - **Final report (technical)**
 - **Interim financial statement**
 - **Final financial statement**



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1. Contractual management of the grant (payments, reporting deadlines)

Reporting deadlines:

- 1. Progress – interim – report** (half-way via eligibility period)
- 2. Final report** (2 months after the end of contractual period)



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2. Financial management of the grant (cost categories, supporting documents)

General information:

Supporting documentation:

- **originals** must be kept at the beneficiaries (at partner universities), **copies** will be sent to GH
- Must be **readable, and translated into English**
- In addition – also further **corresponding documents may be required by GH (by the Agency)**
- Submission of supporting documents = **Agreement obligation**



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

1. **ACTUAL COSTS:** Equipment, Subcontracting
2. **UNIT COSTS:** Staff costs, Travel costs, Costs of stay



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

ACTUAL COSTS (Equipment, Subcontracting):

ELIGIBLE:

- Incurred during the eligibility period (exception = costs related to preparation of final report, providing additional corresponding documentation)
- Foreseen and included in the Grant Agreement
- Incurred in connection to project tasks
- Comply with requirements of applicable tax and national legislation
- Reasonable, justified, comply with financial management of the beneficiary



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

ACTUAL COSTS (Equipment, Subcontracting):

INELIGIBLE:

- Furniture, motor vehicles of any kind, telephones, mobile phones, alarm systems and anti-theft systems
- Purchase, rent, heating, maintenance, repairs...etc.
- Costs related to purchase of real estate
- Expenses – not carried out in the project beneficiaries' country



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

UNIT COSTS: Staff costs, Travel costs, Costs of stay

Calculation of unit costs

Fixed Contribution
(daily rate/EUR)



Number of units

Documentation of the realized activity, output must be proved by **supporting document** = otherwise the cost will be considered as **NOT ELIGIBLE** and **will NOT BE GRANTED**



2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

UNIT COSTS: Staff costs, Travel costs, Costs of stay

Specific rules – **Staff Costs:**

- Tasks realized by the staff- directly necessary to the achievement of the objectives of the project
- Staff of the partner university **MUST have** an employment relationship between the **EMPLOYEE** and the **Beneficiary institution (University)** = **CONTRACT**
- Staff costs take into account:
 - **Type of staff category**
 - **Country where the staff member is employed**



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

UNIT COSTS: Staff costs, Travel costs, Costs of stay

Project staff categories - activities:

1. **Manager:** top managerial activities related to administration and coordination project activities
2. **Researcher, teacher, trainer:** academic activities – curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings
3. **Technical staff:** technical staff such as book-keeping, accountancy, in-house translation activities, technicians
4. **Administrative staff:** secretarial duties



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

UNIT COSTS: Staff costs, Travel costs, Costs of stay
project staff costs:

Time-sheets (TS) must include:

1. **The name of person, his/her position in the project, staff category within the project**
2. **Institution and country – where the person is employed**
3. **Number of days worked for corresponding month and year**
4. **The description of tasks performed, the outputs produced and related Work Package (WP)**



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2. Financial management of the grant (cost categories, supporting documents)

Types of costs:

UNIT COSTS: Staff costs, Travel costs, Costs of stay

Project Travel costs:

- Existence of **employment relationship** (University-staff member) is required **to travel and to stay**
- Calculation of travel costs: **based on travel distance**
(distance calculator)



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2. Financial management of the grant (cost categories, supporting documents)

Reimbursement basis	Budget Headings	Documents to be submitted to GH
ACTUAL COSTS	Equipment	Invoices Bank statements Tendering procedure Proof that the equipment is recorded in the inventory of the institution
	Subcontracting	Subcontracts Invoices Bank statements Tendering procedure Tangible outputs/products



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3.

Reimbursement basis	Budget Headings	Documents to be submitted to GH
UNIT COSTS	Staff	Formal employment Contract Staff Convention (SC) Time sheets (TS) Agendas Participant list Tangible outputs/products Minutes of meetings
	Travel and Costs of Stay	Individual Travel Report (ITR) Invoices, receipts, boarding passes Agendas Participant list Tangible outputs/products Minutes of meetings



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ANNEX I

UNIT COSTS FOR STAFF

PROGRAMME COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ⁵
	<i>AMOUNTS IN EURO PER DAY</i>			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39



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PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ^e
	<i>AMOUNTS IN EURO PER DAY</i>			
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo ⁶ , Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine ⁷ , Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17



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TRAVEL COSTS⁸

Travel distances must be calculated using the distance calculator supported by the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR



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COSTS OF STAY⁹

Costs of stay are based on the duration of the activities c

<u>STAFF</u>	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR
Between the 15 th and the 60 th day of activity +	70 EUR
Between the 61 st day of activity and up to 3 months	50 EUR



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Suggested workload during the project

Work Package	Partner	Cat1 (36m)	Cat2 (36m)	Cat3 (36m)	Cat4 (36m)	Total WD
Management	-					
Preparation	-					
Development	-					
Quality	-					
Dissemination	-					

[illegible]



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ANNEX II

JOINT DECLARATION

Ref. No. Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM

AND

Name:

Address:

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
 - employed by the Institution and is part of its payroll system YES
 - ~~a~~ ^{SE} natural person ** assigned to the project on the basis of a contract against payment NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

dd/mm/yy

dd/mm/yy

FROM		TO	
------	--	----	--

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time sheet):

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in Tashkent, Uzbekistan

Date

Name

Function rector

Institution

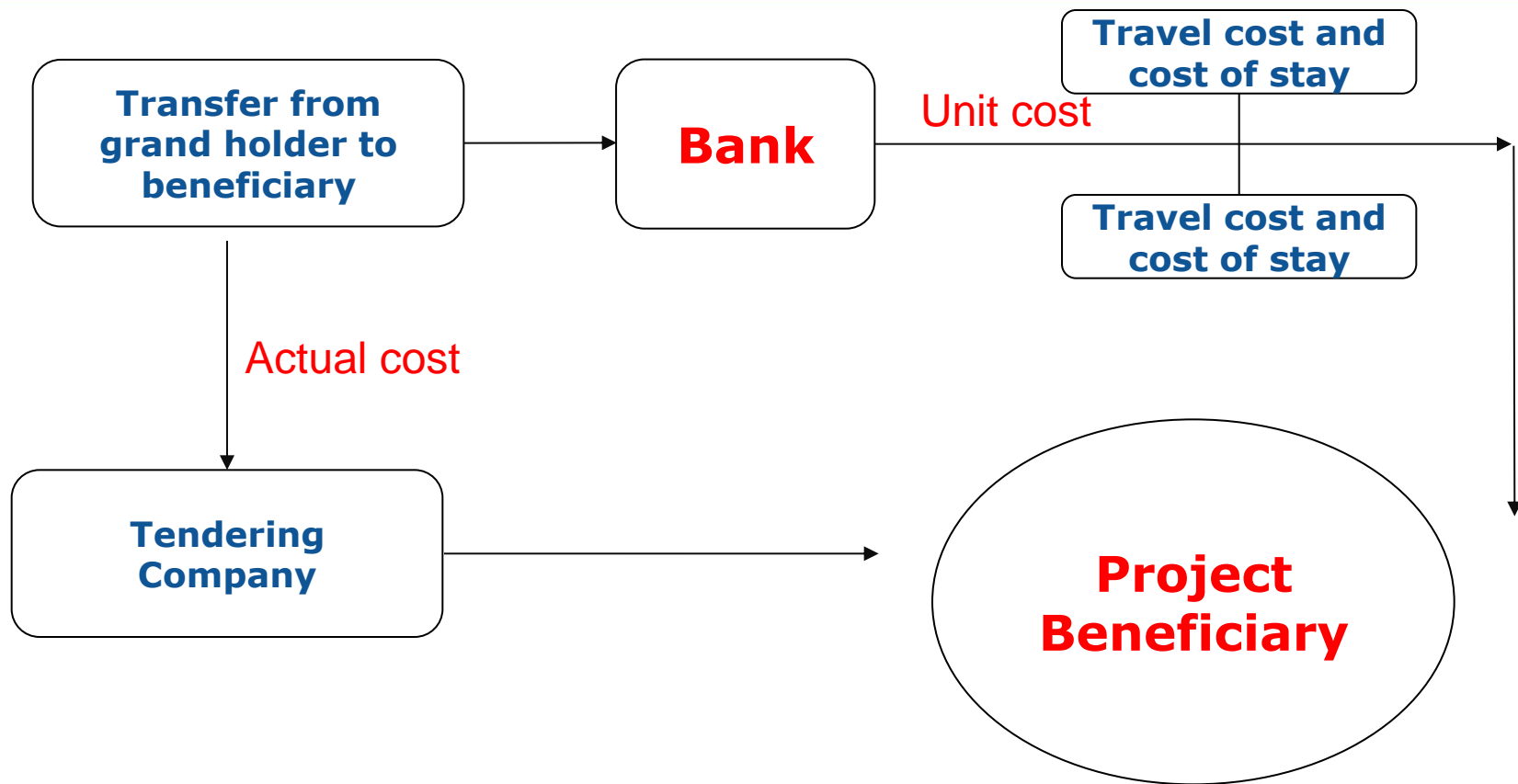
Signature and Stamp of the Institution

Staff member name

Signature of the Staff member



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Procedures

1. Opening Currency and new UZS Bank Account under the partner universities

- Official letter to bank;
- Partnership agreement;
- Rector's decision (project working group members);
- Providing bank account details to Grand holder;



Procedures

2. Getting finance for travel cost and cost of stay

- Providing the outlay to the bank;
- Providing rector's decision about the travel to abroad in case of every project members;
- Providing all travel related documents to the bank after the travel (tickets, boarding passes, etc.);
- Official request for selling euro in case of ticket purchase in UZS;
- Providing all received invoices related to cost of stay;
- Passport copies with stamps in and out;
- Copy of invitation letter;



3. Getting finance for staff cost

- Providing the outlay to the bank;
- Official request for selling euro to UZS with commission 1%;
- Exchange processes on the basis www.uzrvb.uz/uz/ rate;
- Contract signing purchase and sale;
- Preparation of payment order on the basis of TSH;
- Preparation of separately payment order to working project members (Vista bank program);
- Transferring staff cost to project members UZS bank account (not cash order, including income tax);



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Procedures in case in every transactions

- Providing the outlay to the bank;
- Providing official letter (about transaction) from the rector of HEI;
- Providing application form (Анкета заявление);



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ЗАЯВЛЕНИЕ – АНКЕТА

1. Наименование и местонахождение грантополучателя:
2. Основной вид деятельности грантополучателя:
3. Орган регистрации грантополучателя:
4. Наименование и срок действия документа, на основании которого предоставлен грант:
5. Правительственный документ на основе которого заключен контракт о выделении гранта в денежной форме:
6. Заключения министерств и ведомств, законодательные акты или поручения по данному гранту:
7. Наименование и местонахождение грантодателя:
8. Краткая информация о грантодателя:
9. Общая сумма по соглашению о выдачи гранта:
10. Цель, на которые выделяется грант:
11. Ранее полученные гранты:
12. Ранее зачисленные средства и их использования по данному гранту: нет
13. Сумма поступления:
14. Дата поступления:
15. Цель использования средств:

Ректор
Главный бухгалтер
Кординатор проекта

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Thank you for your attention!

Questions/Answers

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