



HELLENIC REPUBLIC  
MINISTRY OF  
DEVELOPMENT AND INVESTMENTS

## European Territorial Cooperation Programme

### WEBINAR FOR BENEFICIARIES

2nd Call Projects INTERREG V-B ADRIATIC IONIAN Programme

ADRION

eligibility rules

12/05/2020

*MINISTRY OF DEVELOPMENT & INVESTMENTS  
CERTIFYING & VERIFYING AUTHORITY*

# ADRION Non-supported activities and non-eligible expenditure

- Under travel and accommodation budget line, the cost of taxis shall not be reimbursed, except when it can be **demonstrated that no public transport was available at the time and place needed**
- Costs for alcoholic beverages;
- Costs for the creation of a project web site, as ADRION will offer in its web site space for all funded projects in order to guarantee a coordinated visibility, unless duly justified;
- Heavy investments, infrastructures and works, as described by the Directive 2014/24/EU, Annex II

- Costs related to fluctuation of foreign exchange rate;
- Charges for national financial transactions (international transactions are reimbursed under the budgetline office and administration).
- Expenditure is incurred within the ADRION Programme area

*As a general rule, ERDF contribution must support actions implemented in the Union part of the programme area.*

*In relation to the above, and in accordance with art. 20 of Regulation (EU) No 1299/2013, the ADRION programme accepts the implementation of activities by ERDF PPs outside the Union part of the programme **area but within the programme area** (i.e.: IPA Partner States) on condition **they are reported in the AF as eligible costs activities or prior accepted by MA/JS on a case by case basis.***

The practice of shared costs shall not be allowed, i.e.: the costs incurred for activities carried out by one partner - or under its responsibility by a sub-contractor – and covered by more than one PP (the practice of splitting cost items paid by one partner among PPs), even in cases where such activity is for the benefit of the whole project partnership. **The budget allocated to a PP shall fully reflect the activities actually implemented by that partner.**

# Detailed Eligibility Rules – Staff Costs

- Salary payments related to the activities which the entity would not carry out if the operation concerned was not undertaken
- Payments to natural persons working for the beneficiary under a contract other than an employment/work contract may be assimilated to salary payments and such costs are **eligible under staff costs only when the following conditions are met:**
  1. The person works under the beneficiary's instructions and, unless otherwise agreed with the beneficiary, on the beneficiary's premises;
  2. The result of the work carried out belongs to the beneficiary;
  3. **The costs are not significantly different from those for personnel performing similar tasks under an employment contract with the beneficiary;**
  4. **Απαίτηση ΥΠΑΣΥΔ (αρθ.26, παράγραφος 5): Το προσωπικό του δικαιούχου δεν επιτρέπεται να απασχολείται στην πράξη στη βάση σύμβασης παροχής υπηρεσιών (υπεργολάβος) ή σύμβασης μίσθωσης έργου.**

# Detailed Eligibility Rules – Staff Costs

Staff costs shall be budgeted and reimbursed according to one of two options:

- Staff costs reimbursed based on real costs (only the following 4 methods are accepted as eligible)
- Staff costs reimbursed according to the flat rate.

Decision is taken at partner level. It cannot be changed during the project implementation.

# Detailed Eligibility Rules – Staff Costs

| Type of assignment | Eligible costs                     | Time sheets | Required documentation  |
|--------------------|------------------------------------|-------------|---|
| Full time          | 100% of the gross employment costs | NO          | <ul style="list-style-type: none"> <li>• Employment/work contract or an appointment decision/contract considered as an employment document;</li> <li>• Job description providing information on tasks related to the project;</li> <li>• <u>Periodic staff report with a summary description of the tasks carried out and the outputs achieved by the employee in the project reporting period;</u></li> <li>• Payslips or other documents of equivalent probative value;</li> <li>• Proof of payment of salaries and employer's contribution.</li> </ul> |

# Detailed Eligibility Rules – Staff Costs

| Type of assignment   | Eligible costs   | Time sheets | Required documentation   |
|--|--|-------------|--|
| Part-time with a fixed percentage of time worked per month | The fixed percentage of the gross employment per month | NO          | <ul style="list-style-type: none"> <li>• Employment/work contract or an appointment decision/contract considered as an employment document;</li> <li>• Document setting out the percentage of time to be worked on the project per month (if not specified in the contract);</li> <li>• Overview on the monthly calculation for each reporting period;</li> <li>• Periodic staff report with a summary description of the tasks carried out and the outputs achieved by the employee in the project reporting period;</li> <li>• Job description providing information on responsibilities related to the project;</li> <li>• Payslips or other documents of equivalent probative value;</li> <li>• Proof of payment of salaries and employer's contribution.</li> </ul> |



# Detailed Eligibility Rules – Staff Costs

| Type of assignment  | Eligible costs  | Time sheets  | Required documentation  |
|---|---|--|---|
| <p>Part-time with a flexible number of hours worked per month</p> <p>and</p> <p>Contracted on an hourly basis</p> | <p>The number of hours devoted to the project multiplied by the identified hourly rate.</p> <p>The hourly rate is calculated by dividing the latest documented annual gross employment cost/1720 hours (ref. Regulation (EU) No 481/2014)</p> | <p>YES</p> <p>Timesheet shall cover 100% of the actual working time of the employee)</p> | <ul style="list-style-type: none"> <li>• Employment/work contract or an appointment decision/contract considered as an employment document (including information on the monthly working time;</li> <li>• Job description providing information on responsibilities related to the project;</li> <li>• Calculation of the monthly gross employment costs of the project based on the hours registered in the time sheet and the identified hourly rate;</li> <li>• Accounting document stating the latest total annual gross employment costs of the previous year;</li> <li>• Payslips or other documents of equivalent probative value;</li> <li>• Proof of payment of salaries and employer's contribution.</li> </ul> |

## Staff costs reimbursed according to flat rate calculation

- Staff costs calculated according to the flat rate will be reimbursed for an amount equal to 20% of the sum of the costs incurred in the reporting period under all the other budget lines, except “staff costs” and “office and administrative expenditure”

### Calculation and documents for the audit trail

- For staff costs calculated through the flat rate, beneficiaries do not need to document that the expenditure for staff costs has been incurred and paid or that the flat rate corresponds to the reality. Moreover, no accountancy is requested .

### Obligations:

- It is however asked to report with **a summary description** of the tasks carried out and the outputs achieved by the employee in the project reporting period.
- the beneficiary has to demonstrate that it has **at least one employee** involved in the project. This is done through a self-declaration issued by the beneficiary's legal representative
- In case of small companies/association where no staff is employed and the work is provided by the company's owner(s), the legal representative of the company has to issue a self-declaration certifying that the owner(s) of the company has(have) directly worked in the project in the concerned reporting period.
- The veracity of self-declarations certifying that member(s) of the beneficiary's organisation are working in the project may be checked by any of the Programme bodies entitled to perform controls and audits.

## Office and Administrative Costs – 10% of staff cost

- Cost items comprised in the budget line are the following (exhaustive list):
  - Office rent;
  - Insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances);
  - Utilities (e.g. electricity, heating, water);
  - Office supplies;
  - General accounting provided inside the beneficiary organisation;
  - Archives;
  - Maintenance, cleaning and repairs;
  - Security;
  - IT systems;
  - Communication (e.g. telephone, fax, internet, postal services, business cards);
  - Bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened;
  - Charges for transnational financial transactions (don't claim such expenses as external expertise).

# Travel Costs

- costs incurred by the partner organization for travels and accommodation of its own staff necessary for the delivery of the project
- The following items are eligible under this budget line:
  - Travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll, and parking fees)
  - Meals costs
  - Accommodation costs
  - Visa costs
  - Daily allowances

## ADRION Program:

- Accommodation costs can be accepted if they are in the middle price range, while higher price ranges must be duly justified in each case
- Beneficiaries must respect either their ordinary internal rules for travel and accommodation costs (if any), or respect any maximum ceiling for travel and hotel costs established at national level, **whichever is stricter** *(for all partners) N. 4336/2015*

# Travel Costs

- **Travel and accommodation costs occurred outside the EU programme area are eligible only**
  - **if they have been previously authorised by the MA/JS (unless already foreseen in the approved application form);**

Travel and accommodation costs of:

- a) External experts and service providers including speakers, chairpersons, teachers, etc. shall be reimbursed under the external expertise and services budget line; the same applies to travel and accommodation costs;
- b) Associated partners can only be claimed under the external expertise and services budget line;
- c) PPs from non EU Countries (outside the Programme area): all travels and accommodation shall be paid by their own funds.

## Equipment Costs

- Cost of equipment is only eligible if **foreseen in the approved AF**. During project implementation, **purchase of any equipment not explicitly mentioned in the AF will have to be subject to prior approval by the MA/JS.**
- The selection of the suppliers for the purchasing, rental and/or leasing of any equipment item shall comply with the relevant EU and national **public procurement law in force**
- the equipment **cannot be sold** (i.e.: change of owner) for at least 5 years after the project end date.

# Equipment Costs

## 2 equipment categories:

### 1<sup>st</sup>: Equipment for general office use.

- When the **exclusive use** for project purposes and activities cannot be demonstrated, such costs are deemed to be covered under the office and administration budget line
- Costs of office equipment **already in possession** of the beneficiary organisation and used to carry out project activities are not eligible under this budget line, as such costs are already covered under the budget line office and administration.
- Equipment for general office use shall be reimbursed by the Programme, based on the **depreciation rates**
- The full cost of equipment for general office use is only eligible when the following conditions are satisfied:
  - o Equipment item is exclusively used for the project implementation;
  - and
  - o The depreciation period is shorter than the time lap between the purchase of the equipment and the end of the project;
  - or
  - o Equipment item is not depreciable (e.g. low value asset) according to the national legislation of the concerned partner.

# Equipment Costs

## -2nd: Equipment considered as thematic and functional

- Equipment considered as thematic and functional to the implementation of pilot actions. It can be a tool or a device that remains in use by the partnership after the completion of the project.
- The full cost of thematic equipment is eligible



# External Expertise

- Studies or surveys
- Training
- Translations
- IT systems, modifications and updates
- Promotion, communication, publicity or information
- Financial management
- Services related to the organisation and implementation of events or meetings
- Participation in events (e.g. registration fees)
- Legal consultancy and notarial services, technical and financial expertise, other consultancy and accountancy services
- Intellectual property rights
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers,
- Other specific expertise and services needed for the project.

The following costs are not eligible under this category:

- Basic courses (e.g. language, accounting, use of MS Office);
- PP employee cannot be paid as expert for the project;

# External Expertise

- When awarding external expertise and service contracts all PPs **irrespective their legal status** must ensure that EU and national rules on public procurement are respected
- Service providers cannot be PP organisations, including associated PPs.
- Project costs referring to tasks sub-contracted by the beneficiary to in-house bodies are eligible under external expertise and service budget line on condition that the following is met:
  - Costs incurred by the in-house body are charged **on a real costs basis** without any profit margin;
  - The sub-contracting to the in-house body of project related tasks complies with national and institutional **public procurement provisions in force**.
  - **ΥΠΑΣΥΔ ΦΕΚ 1099/τΒ/19.4.2016 άρθρο 20:** «Με την υποβολή της πρότασης χρηματοδότησης στο πρόγραμμα ο δικαιούχος υποχρεούται να δηλώσει την εκτέλεση της συγκεκριμένης πράξης μέσω προγραμματικής σύμβασης.»

*Ευχαριστούμε πολύ!*

*Ερωτήσεις;*