



Erasmus+

WHEEL Erasmus+ CBHE project n. 561890-2018
*«Network for the Modernisation of the
Higher Education Sector in Libya»*

WPs presentation - WP.6
«PROJECT MANAGEMENT»

Updated version,
Thu 11th April 2019



University of Genova, Italy
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CONTENT of the presentation

- Project management
- Structure of the budget management
- Budget items
- Financial elements
- Reporting
- Multilateral Partnership-Agreement

Project management. Structure of the project and WPs' responsibilities



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- Vertical (preparation and development) Work-Packages
 1. EVIDENCE BASED DIAGNOSIS - **UNIGE**
 2. INSTITUTIONAL BUILDING VIA NETWORKING - **UA**
 3. CAPACITY BUILDING VIA TRAINING - **UA**
- Horizontal (or transversal) Work-Packages
 4. DISSEMINATION AND EXPLOITATION – **UA & Sebha**
 5. QUALITY ASSURANCE - **UA**
 6. PROJECT MANAGEMENT - **UNIGE**

Project management responsibility



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6. PROJECT MANAGEMENT - UNIGE

UNIGE will benefit, regarding the coordination at Libyan Institutions' level, of the cooperation of *Sebha University*, in consideration of its leading role in previous projects and being a relatively conflict-free town in the South of Libya.

Main task of the local contact person of Sebha University will be to take care, maintain and improve the communication flow and an operational network among the Libyan partners institutions, as well as to foster the exchange of expertise, dissemination of knowledge and to harmonize the different initiatives across Libya.



Project management. Regulatory Framework

REGULATORY FRAMEWORK

EACEA Documents



Application



Your documents



Project ID	Project Name	Project Start	Project End	Project Status
1	Project A	2018-01-01	2018-12-31	Completed
2	Project B	2019-01-01	2019-12-31	In Progress
3	Project C	2020-01-01	2020-12-31	Planned
4	Project D	2021-01-01	2021-12-31	Planned
5	Project E	2022-01-01	2022-12-31	Planned

National legislation & Institutional regulation

Any prior authorisation from EACEA

Project Management Board

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OBJECTIVES:

- To ensure timely, on budget and successful implementation of the project objectives and activities
- To guarantee smooth communication in the partnership and with EACEA
- To elaborate reports in due time.
- To supervise the project implementation and take strategic decisions

COMPOSITION:

- 1 representative of all project partners and chaired by UNIGE as project coordinator.
- The Coordinator of the Libyan NEO is invited to participate to the meetings.
- The coordinator of the UNIGE academic team is invited to participate to the meetings.

RESPONSIBILITIES:

- Decision-making, reporting, local coordination of activities, attendance to the management meetings and project follow-up.
- *Decision-making will be done via voting in the case of dispute (a 75% majority will suffice to take a decision if no unanimous decision is reached after 2 votes).*

Project Management Board



UNIVERSITY	PMB MEMBER	ADMINISTRATIVE RESPONSIBLE
UNIVERSITY OF GENOVA	Angelo MUSAIO	
UNIVERSITY OF ALICANTE	Roberto ESCARRE	
AL-ASMARIYA ISLAMIC UNIVERSITY	Saleh Ahmed BENKHAYYAL	
SEBHA UNIVERSITY	Abdalmunaem IGRIRAH	
UNIVERSITY OF ZAWIA	Ridha BEN SALEH	
ELMERGIB UNIVERSITY	Mohamed ELRAWEMI	
MISURATA UNIVERSITY	Ali RFIEDA	
UNIVERSITY OF BENGHAZI	Ahmed ALRASHEED	
LIBYAN INTERNATIONAL MEDICAL UNIVERSITY	Salma BUKHATWA	
SIRTE UNIVERSITY	Eltayeb ELGOBBI	
UNIVERSITY OF TRIPOLI	Abdurahman HASSEN	
BANI WALEED UNIVERSITY	Abdulhameed ATTELISI	
BRIGHT STAR UNIVERSITY	Abduljalil ABDULATHIM	
OMAR AL-MUKHTAR UNIVERSITY	Sabah LAMLLOM	



Task reminder! Quality Control and Monitoring

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W.P.5 - QUALITY ASSURANCE - UA

Aims - High quality of the project lifecycle, activities and deliverables

Regular monitoring and evaluation procedures

Framing of new activities (if any) and measures for deviations

T.5.1. Definition of a Quality Assurance Plan

T.5.2. Internal Quality Assurance Control

T. 5.3. External Quality Assurance Control

Structure of the management

- 1. The project lifecycle is divided in **three budget years**
 - 15 January 2019 / 14 January 2020
 - 15 January 2020 / 14 January 2021
 - 15 January 2021 / 14 January 2022
- 2. UNIGE will decide with each Institution the procedures of transfer and management of the budget: to manage on behalf of the partner (so-called **centralized** system) or to directly transfer the budget.
- 3. **The budget and all the provisions not clearly defined by the Grant Agreement are settled by the multi-lateral partnership agreement, prepared according to the EACEA template and to stipulate within 6 months from the project starting (by 14th July 2019).**

- 4. The MPA will be signed, on behalf of UNIGE, by the Vice Rector for the International Relations. As regards the partners, the MPA will be signed by the same **position** (and Name/Surname) who signed the mandate letter.
- 5. The agreement will have in attachment the specific bank references, the breakdown among budget-headings and the possible planning of the biennial **instalments** for transfer of the annual budget for the partner that are able to manage the budget:
 - ✓ 1st instalment after the stipulation of the MPA;
 - ✓ 2nd instalment next to the ending of each project year and anyway under condition that the Partner has fulfilled its duties and its administrative reporting.

5. 1st option. The instalments of the agreements will be transferred in Euro by official bank account held by each Institution. **Bank references must be communicated urgently by specific form provided by UNIGE.**

6. 2nd option (so-called centralized system). This alternative system has to be authorized by the academic authority of the partner who has signed the MPA, by specific declaration. This declaration has to contain as well the name and reference of the person appointment for this delegation. Only one person per institution can be appointed.

Budget items

- Financial **resources** are to be used for:
 - ❑ **Mobility flows**, carried out according to the mobility plan. According to the Erasmus+ provisions, the mobility flows are reimbursed by the «unit costs» system, for travel and cost of stay;
 - ❑ **Staff costs**, in compliance with the budget limits and reported according to the forms («Joint declarations») which will be supplied later on by UNIGE;
 - ❑ **Subcontracting:**
 - ➔ • printing official publications explicitly agreed with UNIGE, on the basis of invoice of external suppliers' companies;
 - ➔ • interpreter and translation services during official events, agreed with UNIGE, if supplied by external professionals/companies, in accordance with the invoice.

Project Mobility Plan

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- To be completed in the next days
- To keep into consideration the application. Mobility flows will be merged to employ the Grant funds efficiently, as follows:
 - ❑ **M3 (April 2019):** Kick-off meeting + National Conference in Genova
 - ❑ **M14 (March 2020):** Workshop + National Conference + Coordination Meeting in Alicante
 - ❑ **M20 (September 2020):** Workshop + National Conference + Coordination Meeting in Genova
 - ❑ **M26 (March 2021):** Workshop + National Conference + Coordination Meeting in Alicante
 - ❑ **M34 (November 2022):** Final Dissemination Conference. Venue to be defined

Administrative elements

Reporting methods of the grant

Actual costs (= what actually is spend): budget headings
Equipment and Subcontracting

Unit Costs: budget headings **Staff costs, Travel costs and Costs of stay**

Fixed contribution on the basis of the EACEA tables, one for travel and stay (for mobility flows) and another table for staff costs.

Administrative elements

Reimbursement basis	Budget Headings	Documents to retain with project accounts
ACTUAL	<i>Equipment</i>	<ul style="list-style-type: none"> ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Proof that the equipment is recorded in the inventory of the institution
	<i>Subcontracting</i>	<ul style="list-style-type: none"> ▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products*
UNIT	<i>Staff</i>	<ul style="list-style-type: none"> ▪ Formal employment contract ▪ Staff convention ▪ Time sheets ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings*
	<i>Travel and Costs of Stay</i>	<ul style="list-style-type: none"> ▪ Individual Travel Report (ITR) ▪ Invoices, receipts, boarding passes* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings*

Administrative elements

Unit costs for Travel

Distance band	Unit cost per participant per roundtrip
Between 10 and 99 KM	20 EUR
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

Administrative elements

Travel cost

- Each mobility flow have to be authorized by UNIGE, according to the mobility plan, and reimbursed on the basis of unit cost.
- For each participant and for each travel: unit cost corresponding to applicable distance band according to the distance given by the link http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
- The applicable unit cost contributes to costs of travel for the round trip, regardless of the expenses actually incurred.

Administrative elements

Unit costs for Cost of stay

Fixed amount equal to 120,00 € per day.

How does it works?

- ✓ Identify the duration in days of the activity (including the travel from their place of origin to the venue of the activity and way back)
- ✓ Number of unit costs = numbers of days of activity performed + one day spent travelling.

*Example: **A staff from Tripoli takes part in activity of three days in Genoa from 13/12/2019 to 15/12/2019:***

Max. 5 unit costs of 120 Euros each day (3 days of

activity + 2 days of travelling) = max 600.00 €

Administrative elements

Reporting requirements

□ Practical reporting

- Travel documents attesting that journeys actually took place (e.g. travel tickets, boarding passes, invoices, receipts);
- Signature on ITR (individual travel report, template to be provided by UNIGE)

Administrative elements

Reporting requirements

- Qualitative reporting of the “triggering event” (activities implemented / outputs produced).
 - Signature of attendance to the events;
 - Certificate of attendance for the training / seminars activities;
 - Minutes of the meetings.

Administrative elements

Staff costs

Tasks performed by the staff, necessary to achievement of the project reporting, calculated on the basis of *unit cost*.

Each *unit cost*:

- corresponds to an amount in Euro per working day for staff;
- is different on the basis of the Country in which staff is employed;
- categories:
 - ✓ Managers
 - ✓ Researchers, Teachers and trainers
 - ✓ Technical staff
 - ✓ Administrative staff

- *Declared working days per individual may not exceed 20 days per month or*

Administrative elements

*Unit costs for Staff **

	Manager	Teacher/Train er/Researcher	Technician	Administrative staff
	AMOUNTS IN EURO PER DAY			
LIBYA	108	80	57	45
ITALY	280	214	162	131
SPAIN	164	137	102	78

*** In order to recover the travel costs actually occurred over the travel limits defined by the EACEA guidelines, a retention of 10% from the the gross amounts of staff costs must be adopted. This retention will not work at staff costs reporting level, i.e. the Institutions will be asked to report 100 but they will received actually 90.**

Administrative elements

Staff Costs - Supporting Documents

To provide to the project coordinator first in copy and after in original:

- **JOINT DECLARATION** for each person employed;
- **TIME-SHEETS** (attached to each JOINT DECLARATION), indicating number of days worked for corresponding month/year, description of tasks, outputs produced and related work package;
- **ANY EVIDENCE** allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, etc.);
- **EMPLOYMENT CONTRACT.**

Administrative elements

Staff Costs - Supporting Documents

Staff Costs

- Joint Declaration (EACEA template)
- Time-sheets (EACEA template)
- Proof of formal contractual relationship
- Evidence justifying workload and activities/outputs (e.g. attendance lists , tangible outputs / products)

ANNEX II

JOINT DECLARATION

Ref. No. [] Project No. []

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/NO

OR

3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following activities during the period:

FROM [] TO []

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

DESCRIPTION OF THE ACT. ACCORDING TO THE WP

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)	NO MORE THAN 20 DAYS MONTH

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 _____ Date _____

Name _____

Function _____

Institution _____ Staff member name _____

Signature and Stamp of the Institution _____ Signature of the Staff member _____

*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a freelance contract, an agency contract or service contract with self-employed person (in-house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organized, the tasks that are performed and the premises where they are performed); and (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the Institution.

PROJET 598610-2018

Week	Periode	Activite	Heures	Statut	Description de l'activite
2018	JAN		2		
2018	FEB		2		
2018	MAR		2		
2018	AVR		4		
2018	MAY		2		
2018	JUN		6		
2018	JUL		7		
2018	AUG		8		
2018	SEPT		5		
2018	OCT		10		
2018	NOV		11		
2018	DEC		12		
2018	JAN		13		
2018	FEB		14		
2018	MAR		15		
2018	AVR		16		
2018	MAY		17		
2018	JUN		18		
2018	JUL		19		
2018	AUG		20		

THE INSTITUTION DEVELOPMENT QUALITY OBSERVATION MANAGEMENT

Signature of the staff member []

Administrative elements

Equipment and Subcontracting

Equipment:

- ✓ Purchase for the implementation of the **exact deliverables in accordance with the work-plan** according to the guidelines of UNIGE (for the administrative and financial issues) and UA (methodological issues).

Mandatory supporting documents – first set

- Commercial offer enclosing the following documents:
 - ✓ copy of registration at the local State Register of Companies and Organisations;
 - ✓ copy of registration at the local Tax Inspection Certification;
 - ✓ copy of passport, pages with photo, personal data and signature.

Equipment and Subcontracting

Mandatory supporting documents – second set

- Invoice(s) ~~and bank statement(s)~~;
- “Note of goods delivery”;
- Declaration certifying that equipment is recorded in the Official Inventory of the University;
- Minutes of the installation test.

Payment conditions

- 20% at the confirmation of the order, by UNIGE bank transfer, on the current/account of the company. Required document: invoice for the whole amount of the supply.
- 70% at the delivery certified by "Note of goods delivery" (issued from the company and counter-signed by a representative of the receiver), by UNIGE bank transfer, on the above-mentioned current/account.
- 10% at: i) successful completing of installation and sampling certified by "Inspection Minutes" signed by the company and by representative of the receiver; ii) registration of the equipment into the official Inventory of the receiver University, certified by declaration of a representative of the receiver.

Administrative elements

Equipment and Subcontracting

Subcontracting:

- ✓ Printing, publishing and dissemination activities
- ✓ Translation services

Mandatory supporting documents:

- Invoices, subcontracts and bank statements;
- Tangible outputs/products.

Administrative elements

Exchange rate

Transactions \neq EUR must be converted and reported in EUR in the Financial Statement of the final report

Which exchange rate should be applied?

From start of eligibility period until date of receipt of second pre-financing: rate of month in which the coordinating institution received the first pre-financing.

From date of receipt of second pre-financing until end of eligibility period: rate of month in which the coordinating institution received the second pre-financing.

Administrative elements

Exchange rate

Rate to apply: monthly rate (of the month in which the pre-financing is received) established by the Commission:

<http://ec.europa.eu/budget/inforeuro>

Official exchange rates to be applied (February 2019):

1 EUR = _____ Libyan Dinar

1 EUR = _____ US\$

1 EUR = _____ TND

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Erasmus+

**Thank you for your kind
attention!**

شكرا على حسن انتباهكم

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