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PROGRAMME OFFICEDES PRODE PROG
FORUM BUREAU EDUCAGRAMMES RAMAS ED
FONDS BILDEN ANGSTION ANGE
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Congratulations to your new Leonardo da Vinci Transfer of Innovation project!

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The International Programme Office for Education and Training

- Swedish government agency
- Ministry of Education and Research
- Our mission is to support international cooperation within the area of education.
- Our primary funders are the European Commission, the Nordic Council of Ministers and the Swedish government
- www.programkontoret.se





Leonardo da Vinci programme

- Part of the European Commission's Life Long Learning programme
http://ec.europa.eu/education/programmes/llp/index_en.html
- The Leonardo da Vinci Programme funds practical projects in the field of vocational education and training.
- Initiatives range from those giving individuals work-related training abroad to large-scale co-operation efforts.
- Leonardo da Vinci enables organisations within Vocational Education and Training (VET) to work with partners within Europe, exchange best practices, and increase their staff's expertise.

IPO follow the lifecycle of the whole project





Contracts/Agreements

1. Commission – International Program Office (NA)
2. National Agency (NA) - beneficiary
3. Beneficiary - partners
4. Sub contracts

Intellectual property rights?

Memory of Understanding between beneficiary and partners?



Standard for partner contracts

- Time frames
- Partner role and obligations
- LdV grant and own contribution; payments
- Routines for reporting
- Evaluation
- Signed by the person authorised to act on behalf of the contracting organisation



Rules of monitoring

- It must be easy to see how invoices are linked to the costs which you report.
- When invoices are not in English you must provide a short description (1-2 lines) of the content of the invoice.
- Retain records for five years after Final Report approval (until 2019).



Payment to the beneficiary

1. 40 % is paid to the beneficiary 45 days after contract is signed, at the latest
2. Max 40 % is paid within 90 days from the approval of the interim report.
3. The remaining part of eligible costs will be paid within 90 days after approval of the final report.

The beneficiary decides how the payment is made to the consortium. This is normally stated in the partner contracts.



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All costs must be reported in EURO

- The beneficiary shall convert all costs into euro. The exchange rate at the date of the transfer of the pre-financing payment shall be used until the date of transfer of the 2nd payment.
- This exchange rate must also be followed by all the partners of the consortium.



Eligibility

Costs must

- Occur within the 33 LdV program countries
- Be directly connected to activities in the Agreement
- Be reasonable and justified
- Be identifiable and verifiable
- Be actually incurred by the members of the consortium
- Be generated during the lifetime of the project
- Represent value for money



Non-eligible costs

See list of non-eligible costs in LdV TOI Project Handbook 2.2

Examples of non-eligible costs:

- Exchange losses.
- VAT (Value Added Tax), unless the organisation can prove that it is unable to recover it.



Eligibility

Budget headings

Direct Costs:

- Staff costs
- Travel and subsistence
- Equipment (up to a ceiling of 10 %)
- Subcontracting (up to a ceiling of 30 %)
- Other costs

Indirect costs (up to a ceiling of 7 % of Direct Costs), see your budget.



Staff costs 1 (3)

Staff; permanent or temporary employed

- Real daily staff costs, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non-statutory costs like bonuses, are excluded.



Staff costs 2 (3)

Example of calculation: Number of full-time equivalent working days for the project multiplied with real daily staff cost rates up to the maximum rate per day.

Mr X, SE 105 days x 299 € = 31 395 €

Mrs Y, SE 34 days x 466 € = 15 844 €

Mr Z, SE 9,5 days x 315 € = 2 993 €



Evidencing Staff costs 3 (3)

- Evidence of how the daily staff rates were calculated must be documented.
- Time sheets must be established.



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Rates for call 2011	Country		Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie	BE	Belgium	380	325	263	205
Bulgarija	BG	Bulgaria	84	75	58	39
Česká republika	CZ	Czech Republic	138	138	100	72
Danemark	DK	Denmark	497	425	346	271
Deutschland	DE	Germany	356	309	248	191
Eesti	EE	Estonia	102	94	66	46
Ellas	EL	Greece	280	239	196	152
España	ES	Spain	287	258	198	139
France	FR	France	423	358	234	179
Eire	IE	Ireland	386	336	280	205
Italia	IT	Italy	568	332	225	187
Kypros	CY	Cyprus	335	294	182	124
Latvija	LV	Latvia	101	82	65	44
Lietuva	LT	Lithuania	90	77	59	41
Luxembourg	LU	Luxembourg	508	436	353	275
Magyarország	HU	Hungary	123	108	81	46
Malta	MT	Malta	136	123	96	68
Nederland	NL	Netherlands	388	339	269	211
Österreich	AT	Austria	420	324	241	199
Polska	PL	Poland	130	107	83	61
Portugal	PT	Portugal	182	160	118	78
România	RO	Romania	155	119	93	59
Slovenija	SI	Slovenia	252	227	183	115
Slovenská republika	SK	Slovakia	151	122	108	88
Suomi/Finland	FI	Finland	374	268	221	185
Sverige	SE	Sweden	443	379	312	240
United Kingdom	GB	United Kingdom	412	389	273	197
Island	IS	Iceland	460	419	361	232
Liechtenstein	LI	Liechtenstein	414	339	263	208
Norge	NO	Norway	529	459	375	283
Schweiz / Suisse / Svizzera / Svizra	CH	Switzerland	392	322	249	198
Hrvatska	HR	Croatia	266	240	193	121
Türkiye	TR	Turkey	176	112	74	47

Travel costs 1 (2)

- Reimbursement must be based on real costs.
- Include all costs for travel from the point of origin to the point of destination and may include visa fees, travel insurance and cancellation costs.
- The consortium is required to use the cheapest means of travel. Where this is not the case, a full explanation should be provided.



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Travel costs 2 (2)

- Any travel to or from places other than the partners' countries must be shown to be relevant to the project.

Privat car will be refunded

- either at a rate per km in accordance with the internal rules of the organisation concerned, up to max €0,22
- or at the price of rail, bus or plane ticket. Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.



Subsistence costs 1(3)

- Subsistence cover accommodation, meals and all local travel costs.
- Reimbursement must be based on the existing internal rules of the partner organisations, which may be on an actual cost (reimbursement of receipts) or daily allowance basis.
- In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs.
- A pro rata reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.

Subsistence 2(3)

Costs for subsistence must not exceed the maximum daily rate per person and country.

A full day includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction for accommodation (costs limited to 50% of the maximum ceiling).

Ex. 11/3 – 14/3 = Duration 3 days (3 nights)

15/5 – 15/5 = 0,5 day (no night)



Subsistence 3(3)

Country			Daily rates (EUR)
Belgique/Belgie	BE	Belgium	232
Bulgarija	BG	Bulgaria	227
Česká republika	CZ	Czech Republic	230
Danemark	DK	Denmark	270
Deutschland	DE	Germany	208
Eesti	EE	Estonia	181
Ellas	EL	Greece	222
España	ES	Spain	212
France	FR	France	245
Eire	IE	Ireland	254
Italia	IT	Italy	230
Kypros	CY	Cyprus	238
Latvija	LV	Latvia	211
Lietuva	LT	Lithuania	183
Luxembourg	LU	Luxembourg	237
Magyarország	HU	Hungary	222
Malta	MT	Malta	205
Nederland	NL	Netherlands	263
Österreich	AT	Austria	225
Polska	PL	Poland	217
Portugal	PT	Portugal	204
România	RO	Romania	222
Slovenija	SI	Slovenia	180
Slovenská republika	SK	Slovakia	205
Suomi/Finland	FI	Finland	244
Sverige	SE	Sweden	257
United Kingdom	GB	United Kingdom	276
Island	IS	Iceland	245
Liechtenstein	LI	Liechtenstein	175
Norge	NO	Norway	220
Schweiz / Suisse / Svizzera / Svizra	CH	Switzerland	254
Hrvatska - HR	HR	Croatia	222
Türkiye	TR	Turkey	220



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Equipment (Purchase, rent or lease of equipment)

- Must be specific and necessary for achieving the goals of the project.
- All equipment related to the administration of the project or bought before the start of a project is covered by indirect costs of the project.
- Equipment should be written off in accordance with the rules applicable to the beneficiary/partner.
- Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use may be taken into account.

Examples:

Camera, 1 600 €, degree of use in project 100 %, used for 16 month (out of 24) = 1 067 €

Camera, 1 600 €, degree of use in project 75 %, used for 16 month (out of 24) = 800 €



Subcontracts 1 (2)

- Cost caused by procurement contracts to an external body, organisation or individual for the purposes of carrying out a part of the project.
- Subcontractors may not be employed by any of the Partner organisations of the consortium.
- The offer should cover all cost i.e. Staff costs plus travel costs, etc



Subcontract 2(2)

- Contracts with a value below €12.500 can be paid simply against an invoice;
- Between €12.500 and €25.000 – at least three tenderers;
- Between €25.000 and €60.000 – at least five tenderers;
- Over € 60.000, national procurement rules apply



Other costs

Cost under this heading can include:

- Dissemination of information, evaluation, translations, reproduction, website, etc.
- Organisation of seminars, purchase of copyrights, rental of exhibition space etc
- Travel and/or subsistence costs that are reimbursed to third parties (experts, speakers etc). Same rules as for staff of partners.



Contract amendment request

- Budget amendments (10 % rule), project duration, dead line for reporting or changes in work packages etc must be approved by IPO **before** executed.
- Contract amendments requests must be submitted one month before the project ends, at the very latest.

LdV TOI EXAMPLE

EXPENDITURE	CONTRACTUAL BUDGET	ACTUAL COSTS
I. Staff Costs 44,55 %	103 201,00	0,00
II. Operating Costs		
- Travel & Subsistence 16,48 %	38 173,00	0,00
- Equipment (up to 10 %) 0 %	0	0,00
- Subcontracting costs (up to 30%) 16,01 %	37 100,00	0,00
- Other 22,95%	53 200,00	0,00
III. Direct costs	231 674,00	0,00
IV. Indirect costs (up to 7%) 7,00 %	16 214,00	0,00
TOTAL (III + IV)	247 888,00	0,00

Maximum Community Contribution (from Agreement)	185 915,00
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Maximum Community % Contribution (from Agreement)	75,00 %
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Progress/Interim report



The Interim Report provides the NA with a mid-term update on how a project is advancing against original plans and budgets:

- General remarks
- Content including result/products
- Financial (all costs in Euro)

GREEN, ORANGE, RED.



Final reports

The final report allows an overall evaluation of the project and of the use of EU funds. It will be evaluated by NA and two external evaluators.

<i>Grade</i>	Final Assessment		Corresponding reduction to eligible staff costs in the final Community contribution
	<i>Rating</i>		
Very Good	10		0%
	9		
Good	8		
	7		
Acceptable	6		
	5		
Weak	4		25%
	3		50%
Very Weak	2		75%
	1		85%
	0		





Dissemination and Exploitation

It is vital that your products creates an impact and that the products will be widely spread and widely used.

A web page for the project is a must.

Well planned and executed dissemination and exploitation ensure that project results have a reach beyond the consortium and an impact that goes beyond the project's lifetime.

http://ec.europa.eu/dgs/education_culture/valorisation/index_en.htm



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All materials, brochures, web pages etc must contain the Lifelong Learning Program Logo which can be down loaded from:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html

Use the logo together with the phrase:

" This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."



Projects and Products Portal for Leonardo da Vinci

Search for Projects and Products

- Projects
- Products

Extended search

Login

Project of the Month

Transfer of a learning/teaching software for vocational t...

In Europe construction waste still counts as a „black box“, good for unpleasa...

News

Europe 2020: a new economic strategy

The European Commission has launched the Europe 2020 Strategy to go out of th...

Events

15.12.2010
KEA workshop
KEA BUS workshop

Last viewed

Welcome to ADAM, the new project and product portal for Leonardo da Vinci.

Leonardo da Vinci is part of the European education and training programme "Life-long Learning" and focuses on initial and further vocational education and training.

Year after year, Leonardo da Vinci projects develop a multitude of innovative education and training products featuring tailored solutions for direct use in companies and at education and training institutions. Not all of these products are as well known as the European Computer Driving Licence developed by a Leonardo da Vinci project but most are of the same high quality.

Using **ADAM**, you can obtain a full picture of the many products and results produced by the Leonardo da Vinci Programme. There are two ways of doing so: Either you enter a key word under "Search for Projects and Products" and the database gives you a list of all projects and products on this subject or you refine your search using the "extended search" function.

Are you a project contractor in Leonardo da Vinci and interested in making the results of your project available to a wide public? Then please register under "Login".

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