



LIFE OrgBalt: «Demonstration of climate change mitigation potential of nutrients rich organic soils in Baltic States and Finland»

Action F1, main administrative points

LIFE18 CCM/LV/001158

Kick-off meeting, 24-25 October 2019, Riga, Latvia

Ieva Licite, LIFE OrgBalt project coordinator

Latvia State Forest Research Institute "Silava"

Riga street 111, Salaspils LV-2169

Phone: +371 29183320, E-mail: Ieva.Licite@silava.lv

F1 Project management



Task 1: Setting up management structure

Task 2: Coordination and Day-to Day management

Task 3: Reporting

Task 4: After-LIFE plan

Deliverables:

F1/1 After-LIFE Plan

F 1/2 Audit report

F1 Project management



Project Management Team

Aim: Coordination of day-to-day operational management activities, administrative responsibilities, project implementation monitoring, distribution of tasks. Meetings once per month. Two meetings have been already held.

5 persons - project coordinators, information/dissemination and financial specialists (Silava and Baltic Coasts)

Project Steering/Monitoring Group

Aim: Monitoring of the results and impacts of the project implementation. Meetings once per 6 months.

1-2 representatives (not involved in the project implementation) from each partner country. Advisable to involve representatives from the corresponding ministries.

Project Working Group

Aim: Discuss technical implementation issues of particular actions. Action leaders and co-leaders. Meetings using VoIP services, tentatively once per month (depending on the necessity).

Group is open, involved persons are changing depending on the issue discussed.

F1 Project management



Reporting

Progress report	2020-08-31
Mid-term report	2021-08-31
Progress report	2022-08-31
Final report	2023-11-30 (3 months after the end of the project)
Quarterly report	Every three months up to 01.08.2023. (21.11.2019....Ņ) Deadline - 15 business days after the end of the reporting period

Reporting documents include:

- Financial statement of Associated beneficiary;
- Expenditures by activities;
- Timesheets;
- Associated beneficiaries review;
- Supporting documents (copies submitted to CB).

Key documents



Grant agreement (General conditions)

All Partners are equally responsible for the implementation of the project. If beneficiary fails to implement its part, other beneficiaries become responsible for implementation of this part (but without increasing the maximum amount of the grant)

LIFE programme rules

<https://ec.europa.eu/easme/en/life>

Partnership agreements

Main administrative points



LIFE programme rules

<https://ec.europa.eu/easme/en/life> Manage your project

Financial, Communication and Reporting rules

Financial and Administrative Guidelines (Update 20.06.2018)

Main Financial and Administrative matters



Time registration, Timetables

Recommendation to use LIFE timesheet template.

Daily records of all hours worked by a given person. Total working time – not only project!

Timesheets should be prepared at the last working day of the month or the first days of following month and signed (ideally within 1 week) by supervisors to certify the correctness.

The beneficiary shall ensure that the project file contains a short description of the time registration system used – registration and validation procedure routines.

Main Financial and Administrative matters



Financial reporting

Expenditures by activities

Financial reporting for Associated Beneficiaries

- Gross annual salary (including remuneration outside the project) taken from the payroll for particular period, excluding ineligible bonuses (performance based))
- Total hours worked per period, hours spent on the project per period
- VAT – does institution recovers VAT? If yes, only non-deductible/ non-recoverable VAT is eligible. VAT amount that can not be recovered is eligible, VAT amount that can be recovered is ineligible.
- Travels – costs can be grouped per travel: transport, per diem, hotel etc.

Main Financial and Administrative matters



Financial reporting

List of supporting documents

- When submitting the first time please translate headings of the tables in English, e.g. for salary list, personal accounting cards, driving reports

There must be separate account allocated for the LIFE OrgBalt project, to ensure that all expanses are easily traceable.

Incomplete or inaccurate reports will be considered invalid and will need to be corrected and re-submitted, which will delay payments.

Main Financial and Administrative matters



Technical reporting on the project implementation progress

Associated beneficiaries review

Information on the main tasks done for particular Action during the particular review period.

Main Financial and Administrative matters



Invoicing

Clear reference to the project on all invoices/costs

LIFE18 CCM/LV/001158 – LIFE OrgBalt

If invoiced do not bear the above references, a stamp with the project number on the invoice or an electronic link in the cost accounting system to the project can also serve as a proof that cost is incurred in the frame of the project.

Invoices without the reference to the project are ineligible.

TIP: To include the project reference in the postal address provided to suppliers so that it automatically appears on invoices

Main Financial and Administrative matters



2% rule for public bodies

Partners own contributions - salaries charged for employees who are considered "additional" must exceed (by at least 2%) the sum of the salary cost charged for “non-additional/permanent” employees.

Additional personnel includes permanent or temporary employees who has specific work contracts in the form of additional agreements to the permanent contracts. Specific work contracts must:

- 1) start after the project start date and end before the end date of the project
- 2) Reference to the project, tasks employee is supposed to perform within the project and time to be worked for the project is clearly indicated
- 3) include clearly mentioned hourly rate

Main Financial and Administrative matters



Budget transfers

Beneficiaries are allowed to make changes to the budget through:

- Transfers between beneficiaries
- Transfers between the different budget categories – up to limit of 20% of the overall eligible costs of the project

If budget shifts exceed 20% of the grant amount between two or more cost categories or project partners, it is substantial change and require formal amendment to the Grant Agreement.

Main Financial and Administrative matters



Life logo

LIFE Logo always on communication materials & durable goods!





It is teamwork!