



Action Kick-off Meeting

*Title e-Freight Implementation Action
(e-Impact)*

2014-EU-TM-0686-S

Start: July 2015

End: December 2017

Total costs: €3,900,000

EC contribution: €1,950,000

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INEA's expectations towards project implementation

- *The purpose of this visit is to meet all 12 co-beneficiaries of the action*
- *Follow the overview of the progress of the first activities and milestones implemented already*
- *Present to the beneficiary the key requirements stemming from contractual obligations, thus allowing to anticipate any implementation difficulties*

Reporting requirements

- ***Action Status Report (ASR)***



GA II.23.1.1

- To be submitted by Coordinator
- Due 31 March following each reporting period
- Template provided by INEA
- First ASR due by 31 March 2017
- First ASR shall contain specific information on implementation progress (activities and finances)

Reporting requirements

Interim financial statement



GA II.23.2.1

- To be submitted with requests for interim payment, within 8 months of the end of the reporting period(s)
- Template provided by INEA (GA Annex VI)
- Audit certificate (GA Annex VII)

Final report and financial statement



GA II.23.2.2

- Within 12 months following completion date (and preferably earlier)
- Certification by the concerned Member State(s)
- Audit certificate (GA Annex VII)

Eligibility of costs (1/2)

 GA II.19

- Templates for cost claims available on the INEA website
- **Eligible costs** are costs actually incurred by the beneficiary(ies), affiliated entities and implementing bodies which:
 - Are incurred during the action duration;
 - Are indicated in GA Annex III;
 - Are necessary for the implementation of the Action;
 - Are identifiable and verifiable;
 - Comply with tax and social obligations;
 - Are reasonable, justified and comply with sound financial management principles
- Examples of **ineligible costs**: return on capital, deductible VAT, costs of land and building acquisition, indirect costs...

Eligibility of costs (2/2)

- Internal costs:
 - ✓ Time recording system required
 - ✓ Cost of staff must be actual (not average) and should include all tax and social security contributions. Other benefits can be included if actually part of remuneration package. An explanation of how the unit cost (man/day) was calculated must be provided.
 - ✓ Cost of staff cannot include overheads
 - ✓ Travel and subsistence can be reported – keep record of date, place and reason for travelling (keep documentation, can be included in sample of invoices)

Financial documentation

- Need for appropriate accounting system and documentation to facilitate reporting and readily available upon request:
 - No invoices or bank statements to be provided together with financial reports, but INEA will ask for sampling
 - SAP printouts and bank statements accepted for payment documentation
 - Checks/ Audits possible during the GA implementation and until 5 years after the balance payment
 - Procurement documentation will be requested

Procurement



GA II.9

- Award to tender offering best value for money or, as appropriate, the lowest price
- Contracting authorities/ entities within the meaning of EU Directives shall follow applicable national / EU Directives public procurement rules
- For Beneficiaries other than contracting authorities/ entities, sound financial management
- Procurement will be verified at payment time together with the verification of the sampled costs (and documentation should be readily available for audit purposes)
- Non-compliance will lead to rejection of costs or reduction of support

Budget transfers



GA II.22

- Adjustments **between budget categories and activities** of each beneficiary are allowed without this being considered an amendment (provided activities are fully completed)
- However, **amendments** are always required for:
 - transfers of amounts between beneficiaries where no coordinator is designated,
 - modification to the total estimated CEF contribution, which beneficiaries are entitled to receive in case of penalties and recoveries

Amendments

 **GA II.12**

- Shall not have the purpose or the effect of making changes which would call into question the award of the grant
- Amendments should be an exception. Will only be accepted in **duly justified and substantiated** cases
- Request for Amendments must be submitted by specific letter at the latest **3 months** before end date

Publicity

- **Publicity regarding the EU funding is an obligation.** We expect at least the following:
 - Information on beneficiaries' websites
 - Billboards visible to the public during construction
 - Logo on cover of study reports (+ disclaimer)
 - Permanent commemorative plaque after completion
 - Press releases, articles, presentation, etc. of activities co-financed by CEF must include a reference to EU funding
 - Keep us informed about events (press releases, inauguration, etc.) as we would like to publicise it too!

Please see our **guidelines on publicity and downloads** on INEA's website

Project follow-up (1/2)

- The formal reporting requirements form the basis to monitor the implementation of the Action

During the Action the PM will:

- Monitor on a regular basis the implementation of the Action and verify that it is consistent with the grant agreement.
- Initially based on the ASR but also through regular contacts and updates from you (every 3-4 months or as required), on-site visits, consistency of technical and financial progress, etc.
- Deal with ad hoc issues and problems, e.g. delays

After the end of the Action the PM will:

- Assess whether the Action has achieved its objectives and verify, together with a financial officer, that the costs are eligible and relevant, procurement rules have been respected, publicity measures followed etc. to determine the final amount of the grant
- This is based on the final report and financial statement and on a final close down meeting (normally on-site)

Project follow-up (2/2)

- Contact the INEA project manager immediately when an issue occurs to agree how to proceed
- Be open and put all facts on the table – otherwise it could be too late to solve a problem!
- **INEA is there to help and support projects – use us !**

Disclaimer

The content and conditions of the grant agreement always prevail on any different information, which may be included in this document and/or in any formal or informal communication with the beneficiaries such as the approval of reports (e.g. ASR), exchange of emails, etc.

European Commission

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Thank you for your attention

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