



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

## **FINANCIAL CONTRIBUTION FOR THE FUNCTIONING OF EUROPEAN CONSUMER ORGANISATIONS**

**Specific agreement 2011 83 02  
under Framework Partnership Agreement  
EAHC/2010/CP OG Action 5 (BEUC)**

### **Application Guide 2011**

Action 5 of Decision No 1926/2006/EC of the European Parliament and of the Council  
establishing a programme of Community action in the field of consumer policy (2007-2013)

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## PREAMBLE

This Application Guide does not supersede the rules and conditions laid out in the following documents:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006<sup>1</sup> and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007<sup>2</sup>, referred to in this document as the Financial Regulation;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation<sup>3</sup> amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005<sup>4</sup>, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006<sup>5</sup> and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007<sup>6</sup>, referred to in this document as the Implementing Rules of the Financial Regulation;
- Decision No 1926/2006/EC of the European Parliament and of the Council of 18 December 2006 establishing a Programme of Community action in the field of consumer policy (2007-2013)<sup>7</sup>, referred to in this document as the Programme Decision;
- Commission Decision C(10262) of 21.12.2009 concerning the annual work programme in the area of consumer policy for 2010, referred to in this document as the annual Work Programme 2010;
- Commission Decision C(2010)9023 of 16.12.2010 concerning the annual work programme in the area of consumer policy for 2011, referred to in this document as the annual Work Programme 2011;
- Framework Partnership Agreement EAHC-2010-CP-OG-ACTION 5 (BEUC) as signed by the parties, referred to in this document as the Framework Partnership Agreement and specific agreement.

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<sup>1</sup> OJ No L248, 16.9.2002 and L390, 30.12.2006.

<sup>2</sup> OJ No L343, 27.12.2007, p. 9.

<sup>3</sup> OJ No L357, 31.12.2002.

<sup>4</sup> OJ No L201, 2.8.2005.

<sup>5</sup> OJ No L227, 19.8.2006.

<sup>6</sup> OJ No L111, 28.4.2007, p. 13.

<sup>7</sup> OJ No L404, 30.12.2006, p. 39.

# CHAPTER 1 - GENERAL INFORMATION

## Section 1 LEGAL FRAMEWORK

### 1.1 The Consumer Programme

On 18 December 2006, the European Parliament and the Council adopted a Decision establishing a programme of Community action in the field of consumer policy (2007-2013)<sup>8</sup>. The Consumer Programme is intended to complement, support and monitor the policies of the Member States and to contribute to protecting the health, safety and economic and legal interests of consumers, as well as to promote their rights to information, to education and to organise themselves in order to safeguard their interests.

Its objectives are:

- (a) to ensure a right level of consumer protection, notably through improved evidence, better consultation and better representation of consumers' interests;
- (b) to ensure the effective application of consumer protection rules, in particular through enforcement cooperation, information, education and redress.

### 1.2 The Commission's annual Work Programme for 2011

In conformity with Article 7 of Decision 1926/2006, on 16 December 2010, the European Commission adopted a Decision concerning the adoption of the annual work programme<sup>9</sup> in the area of consumer policy for 2011. The Work Programme contains information about the indicative budget and types of actions referred to in this document, in particular section 3.1.4.

This document is available under EAHC website <http://ec.europa.eu/eahc/consumers>.

### 1.3 Framework Partnership Agreement

In conformity with decision D/(2010)102671 of 12/11/2010 awarding a Framework Partnership Agreement to "Bureau Européen des Unions de Consommateurs - BEUC" covering the period of 2011-2014 and in accordance with article I.1 "*....The annual work programme shall be submitted at latest 3 months before the start of the partner's corresponding financial year.*" In conformity with Article I.2 "AWARD OF GRANTS" of the Framework Partnership Agreement EAHC/2010/CP OG Action 5 (BEUC) signed with the same organisation on 14/12/2010, the Executive Agency for Health and Consumers (hereafter referred to as EAHC), would like to invite you to submit an application for the specific Operating Grant Agreement covering the financial year 2012.

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<sup>8</sup> Decision 1926/2006/EC of the European Parliament and of the council of 18 December 2006 establishing a programme of Community action in the field of consumer policy (2007-2013) (text with EEA relevance), OJ L 404 of 30.12.2006, p.39.

<sup>9</sup> Commission's Decision C(2010)9023 of 16.12.2010 concerning the adoption of the annual work programme in the area of consumer policy for 2011, point 3.1.4 (a).

#### **1.4 Protection of personal data**

The application received by, the EAHC will be treated confidentially and all personal data contained in the application or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. For more information, please refer to the website of EAHC:

[http://ec.europa.eu/eahc/about/data\\_protection.html](http://ec.europa.eu/eahc/about/data_protection.html).

## CHAPTER 2 THE APPLICATION PACKAGE

The application package is made up of a grant application form and the supporting documents referred to in the application form. The supporting documents are an integral part of the application. A check-list is provided with the application form, which must be cross-checked to ensure that the application is complete.

The full application package is then sent to EAHC following the conditions set out in the invitation letter and in Chapter 3 of this Application Guide.

The application form is structured in a way which allows assessing the compliance of the proposal with the award criteria defined in Annex I of the Commission Work Programme 2010.

### Section 1 GENERAL INFORMATION ON THE APPLICANT ORGANISATION

*This section has already been prefilled in the application form, however the partner should revise if the information is correct and update it if necessary.*

#### 1.1 Applicant organisation

- **Official name:** Please enter the complete official name of the organisation. In the case of companies, the official name must be the name appearing in the official trade/company registers, in the case of governmental organisations not registered in trade/company registers, the official name must be the name appearing in the law or other constituting documents establishing the organisation.
- **Short name:** Please enter the short name chosen by the applicant. Please make sure that the short name chosen for an applicant is used consistently throughout the proposal.
- **Legal Status:** The legal status of the organisation could be either Public or Private. Please delete the one that is not applicable.

#### 1.2 Official address

- Please enter the complete official address of the organisation. In the case of companies, the official address must be the address appearing in the official trade/company registers, in the case of governmental organisations not registered in trade/company registers, the official address must be the address appearing in the law or other constituting documents establishing the organisation.

#### 1.3 Legal representative of the organisation

This is a person with authority to commit the organisation to participate in a proposal and consequently to sign the framework partnership and specific agreement(s) with EAHC.

- **Position:** Please specify the position of the person as it appears in the organisation's structure.

## **1.4 Coordinator**

This is the person in charge of the coordination of the activities proposed in the work programme that means the person leading overall activities. This person will be the contact person between EAHC and the organisation.

The coordinator's main responsibilities will be to ensure that the operational grant is implemented according to the framework partnership agreement. The coordinator is responsible for the technical and financial management of the activities

The coordinator will be responsible for the administrative management of the activities and will be responsible for providing EAHC with all required documents and information, particularly in relation to reports and financial statements.

- **Position:** Please specify the position of the person as it appears in the organisation's structure.

## **Section 2 DEMONSTRATING COMPLIANCE WITH AWARD CRITERIA**

The award criteria make it possible to guarantee compliance with the European consumer policy objectives and priorities and can guarantee the visibility of European Union financing.

### **Sections 2.1 to 2.9**

The applicant is requested to fill in the set of 9 questions in order to establish whether the work programme meets the award criteria as defined in Annex I of the Commission Work Programme 2010. These questions are self explanatory. When answering the questions, please be sure to specify how the work programme fulfils all criteria.

### **2.10 Supporting documents**

To demonstrate compliance with the award criteria, you are requested to submit a work programme. The work programme shall be included as Annex I using the separate template file provided. Specific instructions on how to complete this work programme template are included in the document itself.

#### **Annex I - Annual Work programme 2012:**

Annex I will specify the actual proposed work programme for the year 2012 which will be the year covered by the specific grant agreement. It will contain a description of the general and specific objectives, the priority sectors that will be covered, the communication strategy and a full activities list for the period defined in the specific agreement. The WP 2012 must be in conformity with the Multi-annual Work Programme 2011-2014 as annexed to the Framework partnership agreement.

This document will be an integral part of the specific grant agreement as Annex I, defining the actual work programme for the period defined in the specific agreement.

#### **Annex II - Detailed forward budget for 2012:**

The applicant shall present a detailed forward budget for the organisation, balanced in terms of income and expenditure. Detailed information on how to fill in the detailed

forward budget is provided in Chapter 4 of this guide. This document will be an integral part of the specific agreement as Annex II.

The following documents shall be provided to demonstrate compliance with the award criteria:

<b>Document</b>	<b>Annex number</b>
Annual Work programme 2012. <i>EAHC word template</i>	Annex I.
Detailed forward budget for 2012. <i>EAHC excel template</i>	Annex II.

### **SIGNATURE OF THE LEGAL REPRESENTATIVE OF THE ORGANISATION AS DEFINED IN SECTION 1.3**

This section of the application form is to declare that the information contained in this application is correct. The person signing this declaration should be the same as the person defined in section 1.3 of the application form.

### **Section 3 CHECK LIST**

This section helps the applicant to ensure that a complete and correct application is provided on time. Each box must be ticked.



## CHAPTER 3 - COMPOSITION AND SUBMISSION OF THE APPLICATION

In submitting a proposal, the applicant confirms that it is in accordance with the procedures and conditions as described in the Framework partnership agreement signed with EAHC in December 2010.

The application must be dated and signed by the person representing the applicant organisation. Unless specified otherwise, the same person must sign all documents where a signature is required.

Application can be sent in one of the official languages of the European Union.

Please note that the working language of EAHC is English.

### 3.1 Composition of application package

A proposal is made up of the application form and its supporting documents as described in this guide.

To be considered complete, a proposal must contain:

- The application form (word document);
- Annex I Annual Work programme 2012. EAHC word template;
- Annex II Detailed forward budget for 2012. EAHC excel template.

All the above mentioned documents should be sent in **one single batch**.

### 3.2 Submission and deadline

The application must be submitted to EAHC on paper **in triplicate** (one original signed printed version and two copies), together with a CD-ROM/USB or other electronic mean with the electronic version of the application (Annex I in word version, Annex II in excel version and any other annex in pdf format), clearly indicating on the envelop the following reference:

#### **BEUC - Specific Agreement 2011 83 02**

The applicant shall submit proposal by registered mail **not later than 27/09/2011**, to the following address:

EAHC Executive Agency for Health and Consumers  
Consumer and Food Safety Unit  
Att. Eduardo Heras

Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 Luxembourg

In case of delivery by registered mail or by courier, the evidence of the date of dispatch shall be constituted by the postmark/the date of the deposit slip or by the receipt of dispatch issued by the courier service.

In parallel, the applicant shall send the electronic version of the full application dossier by e-mail to the following address: EAHC-Cxxxxxxx@xx.xxxxxx.xx the same deadline applying. The subject of the email shall clearly mention the call reference and the email shall contain:

- Proof of dispatching of the paper version;
- The application form (word document);
- Annex I Annual Work programme 2012. EAHC word template;
- Annex II Detailed forward budget for 2012. EAHC excel template.

Applications submitted only by fax, or e-mail only will **not** be accepted.

The original paper version of the application will be regarded as authentic, in terms of both content and completeness. In the case of difference(s) between the paper and the electronic versions of the applications, the paper version will be binding.

**Submitting an application does not automatically imply the award of an EU financial contribution or the acceptance by EAHC of the work programme and the proposed budget.**

## CHAPTER 4 - FILLING IN ANNEX II

(DETAILED FORWARD BUDGET FOR 2012)

### 4.1 General description

The application must be supported by a detailed forward budget (Annex XI) showing all the expenditure and revenue which the applicant considers necessary to carry out the activities.

The detailed estimated budget must be:

- in line with the activities described in the annual work programme;
- in balance, i.e. the figures for total expenditure and total revenue must be equal;
- sufficiently detailed to permit identification, monitoring and checking of the proposed expenditure (example: for activities such as studies, research, seminars, details to be provided would include the substance of the work, the target group/s aimed at, plans to disseminate the results of the activity and timeframe for this);

You are recommended to read carefully the definition of eligible costs and the definition of non-eligible costs which are provided hereafter in this document before starting to encode your financial data.

All costs/incomes must be given in euro (and not kilo €) and should exclude value-added tax (VAT).

If your country does not belong to the Euro-zone, please use the indicative exchange rates indicated under point 5.3.5 of this Chapter.

The costs/incomes shall be rounded to the nearest whole number (please do not use decimals).

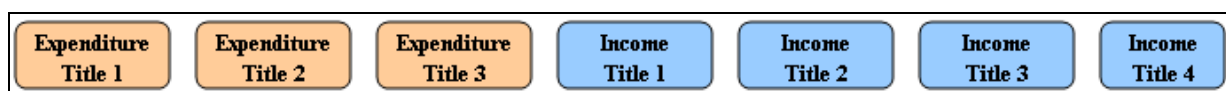
### STEP 1

Once open, you are on the "Global Budget" screen which shows:

- The title of the operating grant.
- The financial information already encoded by EAHC such as the maximum EU funding in EUR and in % (see of top right of the screen).

This sheet is protected and in principle no update is needed from your side at this stage. If you consider this information needs to be modified please inform EAHC first.

You will find seven buttons on the top the screen. Please note that these buttons are the only way to navigate between the two different sheets of the file ("Global budget" and "Detailed budget").



## STEP 2

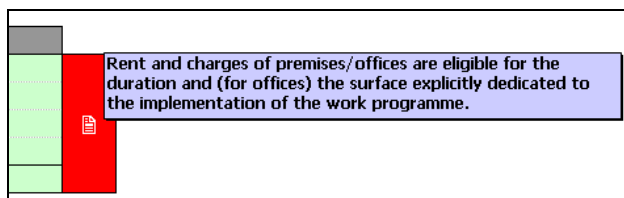
As no update is needed on "Global Budget" sheet you can click on one of the buttons to reach the title you want to complete or update.

On this sheet you can start to encode the details/items for each chapter/title.

### Comments:

- Only green cells require input from your side on this sheet.
- You may only add or delete further sub-chapters depending on the quantity necessary keeping in mind to increase the automatic sum calculated under each chapter. No other modification in the structure of the sheet is allowed.
- On the right side of the screen, you will find comments provided by EAHC for some of the items. It is strongly recommended to read them before to encode the information.

Example:



## STEP 3

Once all details/items are duly encoded on this screen please click on "Go to Global budget" button.



In order to be considered as "valid for submission" your budget needs to meet at least these 3 cumulative conditions:

1. The Budget must be balanced (total Expenditure = total Income). If the budget is not balanced the following message will appear

Example:



2. The EU funding in EUR that you are requesting can not be greater than the maximum EU funding in EUR set by EAHC (see maximum on top right of the screen).

Example:

Maximum EC funding in Eur : 1,300,000,00

3. The EU funding in % that you are requesting can not be greater than the maximum EU funding in % set by EAHC (see maximum on top right of the screen).

Example:

Maximum EC funding in % : 50,00%

Once you consider that the file is complete and duly filled in we suggest you to save the file by using the same structure of the initial file name.

## 4.2 Structure of the budget

The budget is split between Expenditure and Income.

Expenditure contains 3 titles:

- Staff;
- General administrative expenditure;
- Expenditure linked to the beneficiary's normal operations.

Income is composed of 4 titles:

- Operating income;
- Beneficiary's own contribution;
- EU contribution;
- Other external contribution.

As you will see in the excel file, you are required to introduce the amounts and a brief description in the relevant budget lines.

### 4.2.1. Expenditure (Part A)

The various budget items are to be filled as aforementioned.

On the next pages, you will find specific details for following cost items:

- Staff costs;
- Telecommunication & computer costs;

- Mission costs;
- External service & procurement contracts.

#### 4.2.1.1. Staff (Part A, Title 1)

Microsoft Excel - 05\_Annex\_X\_Detailed\_Budget\_OG\_2010.xls

File Edit View Insert Format Tools Data Window Help

A24 TOTAL OTHER STAFF

Input required for green cells only Go to Global Budget Expenditure Title 1 Expenditure Title 2 Expenditure Title 3 Income Title 1 Income Title 2 Income Title 3 Income Title 4

**PART A - EXPENDITURE**

HEADING		BUDGET	DESCRIPTION
Expenditure Title 1	STAFF		
Chapter 11	OWN STAFF		
1101	Name + Function	0,00	
1102	Name + Function	0,00	
1103	Name + Function	0,00	
TOTAL OWN STAFF		0,00	
Chapter 12	INTERIM STAFF		
1201	Name + Function	0,00	
1202	Name + Function	0,00	
1203	Name + Function	0,00	
TOTAL INTERIM STAFF		0,00	
Chapter 19	OTHER STAFF		
1901	Name + Function	0,00	
1902	Name + Function	0,00	
1903	Name + Function	0,00	
TOTAL OTHER STAFF		0,00	
Expenditure Title 1	TOTAL STAFF	0,00	

Ready Sum=0 NUM

### Technical Notes

Three lines per staff category to identify the staff costs (with different salaries). Other lines can be added or removed.

#### Heading:

Enter the name of the staff member and of the main professional category/function concerned, e.g.: scientist (please specify the science it refers to: epidemiologist, nutritionist etc.), data manager, webmaster, secretary, administrative support, project manager etc.

#### Budget (€):

This amount comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the applicant's usual policy on remuneration. (See additional comments in the application form question marks in blue).

<u>Description:</u>	<p>Please ensure that the number of person-days multiplied by the daily cost of the staff member working for the implementation of the work programme corresponds to the budget amount indicated.</p> <p>For example, if the work programme involves one person during a period of 20 person days at the daily cost of 500 €, the number of person days x daily cost to be filled in is 20 x 500 €corresponding to a budget of 10.000 €</p>
<u>Sub-total (€):</u>	For each chapter, the total is calculated automatically by the system.
<u>Total staff (€):</u>	A total is provided for all staff costs taken together. It consists of the sum of the totals of each individual staff category.

### **Additional information**

⇒ By staff cost is meant the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff implementing the work programme, provided that these costs can be identified and justified by the accounting system of the applicant.

⇒ Costs for experts (external to the organisation) contributing to the implementation of the work programme and paid by the applicant on the basis of an invoice are not to be recorded as staff costs but as “other external services” costs. Such costs should henceforth be added under either budget line "5. Part A, Title 2, Chapter 28 - External services" or line "5. Part A, Title 3, Chapter 39 – Other expenditure linked to the beneficiary's operations", depending if the costs concern general administrative expenditure or operational costs.

Where national legislation does not permit salary slips to be released to third parties for security or other reasons, the applicant is asked to submit a table showing the staff daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager. It is to be noted, however, that, once a grant agreement is awarded, the applicant can be requested to provide staff cost related supporting documents (including salary slips) in case of an audit at the applicant's premises.

#### 4.2.1.2. Telecommunication and computer costs (5. Part A, Title 2, Chapter 23)

44				
45	Chapter 23	TELECOMMUNICATION AND COMPUTER COSTS		
46	231	Depreciation for purchase and maintenance of equipment	0,00	
47	232	Depreciation for purchase and maintenance of software	0,00	
48	233	User support	0,00	
49	239	Other telecommunication and computer costs	0,00	
50		TOTAL TELECOMMUNICATION AND COMPUTER COSTS	0,00	
51				

#### Technical Notes

Four lines for costs related to depreciation, maintenance of equipment, user support and other costs related to equipment.

#### Budget (€):

For each line of equipment referred to above, enter the sum of the costs related to it (portion of the depreciation only (see additional information below).

#### Description:

Enter a generic title for each type of equipment.

#### Total (€):

A total is provided and consists of the sum of the costs put for telecommunication and computer.

#### Additional information

- ⇒ Only the portion of the equipment's depreciation corresponding to the duration of the work programme and multiplied by the rate of actual use of the equipment for the implementation of the work programme (% allocation to the work programme) may be taken into account, except where the nature and/or the context of its use justifies different treatment as approved by the EAHC.
- ⇒ Note that only cost related to equipment purchased by the applicant is eligible. Also, the purchase has to be recorded in the books of the applicant and the equipment must be specifically required for the implementation of the work programme.
- ⇒ The internal rules of the applicant in matter of depreciation of equipment have precedence to the general Commission rules provided that these applicant's own depreciation rules are in accordance with the tax and accounting rules applicable to the applicant and generally accepted for items of the same kind. The applicant will be requested to confirm - during the grant agreement negotiation phase - if he will apply his existing internal rules or the Commission rules.



Regarding the Commission rules on depreciation, the following shall apply:

- Equipment and hardware expenses are depreciated over 3 years (e.g. PCs, Printers, Fax);
- Specific furniture is depreciated over 5 years.

To illustrate the application of the Commission depreciation rules, some examples have been elaborated for an operating grant of 12 Months (M1 to M12). For the listed equipment B to E, the changing parameter in the table has been put in bold, resulting in different conclusions:

Equipment	Price of purchase	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% Allocation to the work programme	Amount of depreciation
A	3.000 €	M1	36	12 = From M1 to M12	100%	$3.000 \text{ €} \times 12/36 \times 100\% = 1.000 \text{ €}$
B	3.000 €	M1	36	12 = From M1 to M12	75%	$3.000 \text{ €} \times 12/36 \times 75\% = 750 \text{ €}$
C	3.000 €	M7	36	6 = From M7 to M12	100%	$3.000 \text{ €} \times 6/36 \times 100\% = 500 \text{ €}$
D	3.000 €	M3	36	10 = From M3 to 12	100%	$3.000 \text{ €} \times 10/36 \times 100\% = 833 \text{ €}$
E	10.000 €	M1	60	12 = From M1 to M12	100%	$10.000 \text{ €} \times 12/60 \times 100\% = 2.000 \text{ €}$

#### 4. 2.1.3. Mission costs (Title 3, Chapter 32)

97	Chapter 32	MISSION COSTS		
99	321	Travel costs of staff	0,00	
100	322	Subsistence allowances of staff	0,00	
101	323	Travel costs of external invitees	0,00	
102	324	Subsistence allowances of external invitees	0,00	
103	TOTAL MISSION COSTS		0,00	

#### Technical Notes

One line to identify the total travel costs (using the number of trips multiplied by an average cost per trip) and related subsistence allowances. Next, the total mission cost is automatically calculated by the system.

#### Budget (€):

These cost items relate to the total amount for travel and subsistence costs of the applicant. A distinction is to be made between own staff and external invitees.

<u>Total missions costs (€):</u>	The cost refers to the total amount for travel and subsistence costs.
<u>Description:</u>	Enter the number of travel trips and the average cost per trip as well as indicative destinations.

### **Additional information**

- ⇒ Only travel costs and subsistence allowances for own staff employed by the applicant (i.e. listed under Title 1 (Staff) of the expenditure budget) should be taken into account in the budget lines 321 and 322.
- ⇒ Travel and subsistence allowances for external invitees (not employed by the applicant) are to be reported in the budget lines 323 and 324.
- ⇒ The internal rules of the applicant have precedence in matter of travel costs and subsistence allowances provided that they are in line with the applicant's usual practices on travel/subsistence costs. The applicant will be requested to confirm during the negotiation phase if he intends to apply his existing internal rules or the Commission rules and rates. If such internal rules do not exist in the applicant's organisation, the following rules and rates approved by Commission apply:
  - Flat-rate subsistence allowances cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out. The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Article 13 of Annex VII of the Staff Regulations.
  - Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries - and not provided for in the concluded framework partnership agreement -, shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.<sup>10</sup>

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<sup>10</sup> Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

- Travel expenses are eligible under the following conditions:
  - travel by the most direct and most economic route;
  - distance of at least 100 km between the place of the meeting and the normal place of work;
  - travel by rail: first class;
  - travel by air: economy class, unless a cheaper fare can be used (e.g. Apex); air travel is allowed only for return journeys of more than 800 km;
  - travel by car: reimbursed on the basis of the equivalent first class rail fare.

The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in the following tables (as set out in Article 13 of Annex VII of the Staff Regulations<sup>11</sup>):

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	<b>225,00</b>
Belgium	92,00	140,00	<b>232,00</b>
Bulgaria	58,00	169,00	<b>227,00</b>
Cyprus	93,00	145,00	<b>238,00</b>
Czech Republic	75,00	155,00	<b>230,00</b>
Denmark	120,00	150,00	<b>270,00</b>
Estonia	71,00	110,00	<b>181,00</b>
Finland	104,00	140,00	<b>244,00</b>
France	95,00	150,00	<b>245,00</b>
Germany	93,00	115,00	<b>208,00</b>
Greece	82,00	140,00	<b>222,00</b>
Hungary	72,00	150,00	<b>222,00</b>
Ireland	104,00	150,00	<b>254,00</b>
Italy	95,00	135,00	<b>230,00</b>

Destination	Daily subsistence allowance	Hotel	Total
Latvia	66,00	145,00	<b>211,00</b>
Lithuania	68,00	115,00	<b>183,00</b>
Luxembourg	92,00	145,00	<b>237,00</b>
Malta	90,00	115,00	<b>205,00</b>
Netherlands	93,00	170,00	<b>263,00</b>
Poland	72,00	145,00	<b>217,00</b>
Portugal	84,00	120,00	<b>204,00</b>
Romania	52,00	170,00	<b>222,00</b>
Slovakia	80,00	125,00	<b>205,00</b>
Slovenia	70,00	110,00	<b>180,00</b>
Spain	87,00	125,00	<b>212,00</b>
Sweden	97,00	160,00	<b>257,00</b>
United Kingdom	101,00	175,00	<b>276,00</b>

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<sup>11</sup> Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency

#### 4.2.1.4. Conclusion of external service and procurement contracts related to Title 3 – "Expenditure linked to the beneficiary's normal operations"

104				
105	Chapter 33	OPERATIONAL DATA PROCESSING		
106	331	IT Data processing costs	0,00	
107		TOTAL OPERATIONAL DATA PROCESSING	0,00	
108				
109	Chapter 34	INFORMATION & PUBLICATION		
110	341	Communications, Edition , Publications, WEB, Conferences	0,00	
111		TOTAL INFORMATION, PUBLICATION & OTHER SERVICES	0,00	
112				
113	Chapter 35	OTHER SERVICES		
114	351	Studies, Consultancy, Translation & Interpretation and other	0,00	
115		TOTAL OTHER SERVICES	0,00	
116				
117	Chapter 39	OTHER EXPENDITURE LINKED TO THE BENEFICIARY'S OPERATIONS		
118	391	Other expenditure linked to the beneficiary's operations	0,00	
119		TOTAL OTHER EXPENDITURE LINKED TO THE BENEFICIARY'S	0,00	

### Technical Notes

Separate lines to identify the costs related to external service and procurement contracts.

Budget (€):

For each activity you intend to contract, enter the sum of the costs related to it.

Description:

In addition to the tasks to be contracted, the name(s) of the contractor(s) are to be listed (if already known).

Total (€):

For each line of external services referred to above, enter its corresponding costs.

### Additional information

- ⇒ Core elements of the work programme cannot be contracted. The technical and financial management of the work programme is the legal responsibility of the applicant. These tasks cannot be transferred to a third party.
- ⇒ It must be clearly specified in the work programme which tasks are intended to be contracted and why this contracting is necessary.
- ⇒ Recourse to the award of contracts must be justified having regard to the nature of the work programme and what is necessary for its implementation. The tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II of the specific grant agreement.
- ⇒ Any recourse to the award of contracts not provided for in the initial grant application or amendment(s) is to be subject to prior written authorisation by the EAHC.

- ⇒ The applicant shall retain sole responsibility for carrying out the work programme and for compliance with the provisions of the grant agreement. The applicant must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the EAHC under the grant agreement.
- ⇒ The applicant must ensure that the awarded contract mentions in particular that:
- The EAHC may, at any time during the grant agreement and up to five years after the end of the work programme, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the EAHC itself or OLAF;
  - The European Court of Auditors has the same rights as the European Commission and EAHC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
- ⇒ If the applicant has to conclude contracts in order to carry out the work programme, the applicant is required to seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so the applicant has to observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests.

Estimated value of the external services (X)	Minimum of bids to be consulted for the competitive tenders (recommendation)
$X > 60.000 \text{ €}$	More than 5 bids
$25.000 \text{ €} < X < 60.000 \text{ €}$	At least 5 bids
$5.000 \text{ €} < X < 25.000 \text{ €}$	At least 3 bids
$X < 5.000 \text{ €}$	1 bid

#### 4.2.2. Income (Part B)

Please refer to the "Structure of the budget" (point 5.2 of this chapter) to complete the income part of the budget.

## 4.3 Overview of the budget

### 4.3.1 Global budget

Expenditure Title 1	Expenditure Title 2	Expenditure Title 3	Income Title 1	Income Title 2	Income Title 3	Income Title 4
This sheet is PROTECTED because no input is required			Maximum EC funding in Eur : 1,300,000.00 Maximum EC funding in % : 50,00%			
<b>FINANCIAL YEAR 2011</b>						
OPERATING EXPENDITURE AND INCOME OF THE BENEFICIARY						
<b>Action 5</b>						
<b>PART A - EXPENDITURE</b>						
Title 1	TOTAL STAFF					0,00
Title 2	TOTAL GENERAL ADMINISTRATIVE EXPENDITURE					0,00
Title 3	TOTAL EXPENDITURE LINKED TO THE BENEFICIARY'S NORMAL OPERATIONS					0,00
<b>TOTAL PART A - EXPENDITURE</b>						<b>0,00</b>
<b>PART B - INCOME</b>						
Title 1	TOTAL OPERATING INCOME					0,00
Title 2	TOTAL BENEFICIARY'S OWN CONTRIBUTION					0,00
Title 3	TOTAL EC CONTRIBUTION in EUR					0,00
= TOTAL EC CONTRIBUTION in EUR / TOTAL PART A - EXPENDITURE					0,00%	
Title 4	TOTAL OTHER EXTERNAL CONTRIBUTIONS					0,00
<b>TOTAL PART B - INCOME</b>						<b>0,00</b>

### Technical Notes

No input is required

### Additional information

- ⇒ This table summarizes all the information entered in part A ('Expenditure') and part B ('Income'). Since all data are copied or calculated automatically, you do not have to make any new data entry here.
- ⇒ The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. A balance which is not null will appear in red.
- ⇒ The maximum co-funding request for the EAHC shall not exceed 50 % per work programme proposal. EAHC will determine in each individual case the maximum percentage to be awarded.

#### 4.3.2 Controls to be carried out

- ⇒ **Balance:** Once the different incomes have been filled in, the total income is automatically calculated.
- ⇒ **Co-funding request in percentage:** The percentage of the co-funding request is calculated as the ratio between Co-funding request from the EU budget (“EU contribution”) and the total income.

#### 4.3.3 Definition of expenditures/eligible costs

Article II.15.1 of the framework partnership agreement defines eligible costs as costs which must satisfy the following general criteria:

- they are incurred during the duration of the annual work programme as specified in the specific agreement, with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts;
- they are connected with the subject of the specific agreement and they are indicated in the estimated overall budget of the annual work programme annexed to it;
- they are necessary for the implementation of the annual work programme which is the subject of the specific agreement;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the partner and determined according to the applicable accounting standards of the country where the partner is established and according to the usual cost-accounting practices of the partner;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

II.15.2 In the case of an operating grant, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the partner's usual policy on remuneration;
- The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- travel and subsistence allowances for staff, provided that they are in line with the partner's usual practices on travel costs or do not exceed the scales approved annually by the Commission;

- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the partner and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Union funding covered by the agreement may be taken into account by the Executive Agency, except where its nature and/or use justifies different treatment by the Executive Agency;
- costs of consumables and supplies; provided that they are identifiable and assigned to the work programme;
- costs entailed by other contracts awarded by the partner for the purposes of implementing the work programme, provided that the conditions laid down in Article II.10 of the framework partnership agreement are met;
- costs arising directly from requirements imposed by the agreement (in particular, audit costs and dissemination of information, specific evaluation of the activity, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees);
- overheads.

#### **4.3.4 Definition of non-eligible costs**

The non-eligible costs are, as stipulated in Article II.15.4 of the framework partnership agreement:

The following costs shall not be considered eligible:

- capital increases and return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the partner can show that he is unable to recover it according to the applicable national legislation.
- costs declared by the partner and covered by a specific action or work programme receiving a Union grant;
- excessive or reckless expenditure;
- contributions in kind.

#### **Additional information**



- ⇒ Contributions in kind are services or goods used for the work programme and provided to the applicant free of charge, e.g. work by voluntary helpers, use of buildings, office space, etc.
- ⇒ Contributions in kind are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the work programme, they must be declared in the initial budget and final financial report, thus giving a precise idea of the work programme value. If the applicant opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception at the time of the negotiation phase.

#### 4.3.5 Indicative exchange rates as of June 2011<sup>12</sup>

Country	Code	Currency	Code	Exchange rate
Bulgaria	BG	Lev (New)	BGN	1,95580
Croatia	HR	Kuna	HRK	7,4465
Czech Republic	CZ	Czech koruna	CZK	24,509000
Denmark	DK	Danish krone	DKK	7,456000
Hungary	HU	Forint	HUF	268.070000
Iceland	IS	Icelandic króna	ISK	164.420000
Lithuania	LT	Lithuanian litas	LTL	3,45280
Latvia	LV	Latvian lats	LVL	0,709500
Norway	NO	Norwegian krone	NOK	7.748500
Poland	PL	Zloty	PLN	3.975000
Romania	RO	New Romanian Leu	RON	4.123500
Sweden	SE	Swedish krona	SEK	8.891400
United Kingdom	GB	Pound sterling	GBP	0.867100

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<sup>12</sup> <http://ec.europa.eu/budget/inforeuro/index.cfm>