



SWAP

Sustainable solid WASTE management and Policies

Financial Management Seminar

17.03.2021

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ABSTRACT

A seminar was held by Sabine Herrmann and Silke Reiner mann, representatives of the administration from P1 (TUHH), focusing on the financial aspects to be considered when participating to a CBHE as well as how reporting to the LP shall be performed in view of complying with the parameters set for external auditing.

KEYWORDS

Joint Declaration, Timesheet, Individual Travel Report, Reporting, Eligibility, Budget, Supporting Documents

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1 Presentation and Questions

Sabine Herrmann (TUHH) presented the following aspects of the financial administration of the project:

- General Information
- Funding Rule
- Budget Overview
 - Staff Costs
 - Travel Costs & Costs of Stay
 - Equipment Costs
 - Subcontracting Costs
- Supporting Documents
- Eligibility of Costs
- Reports, Checks & Audits
- VAT (Value Added Tax)

The following questions regarding finance were raised:

1.1 Staff Costs, Travel Costs & Costs of Stay

Table 1. Q&A Staff Costs, Travel Costs & Costs of Stay

Question	Answer
<ul style="list-style-type: none"> • Luca Boetti (IFOA) asked, if the beneficiaries should hand in an additional copy of a formal employment contract for each activity/journey. 	<ul style="list-style-type: none"> • Sabine Herrmann (TUHH) answered, that this is not necessary as long as TUHH has already a copy of the formal employment contract of this person.
<ul style="list-style-type: none"> • Luca Boetti (IFOA) asked, if everybody should hand in his/her personal minutes of the meeting after each activity. 	<ul style="list-style-type: none"> • Silke Reiner mann (TUHH) answered, that this is not necessary, since normally the host is taking care of the minutes.
<ul style="list-style-type: none"> • Patiroop Pholchan (CMU) asked, if the employment contract is a contract between the person and his/her institution or between the person and the coordinator TUHH. 	<ul style="list-style-type: none"> • Sabine Herrmann (TUHH) answered, that this is the employment contract between the person and his/her institution.
<ul style="list-style-type: none"> • Patiroop Pholchan (CMU) and Anja Giebelhausen (TUHH) asked about the 	<ul style="list-style-type: none"> • Silke Reiner mann (TUHH) answered, that TUHH needs a translated copy of the employment contract. The



translation of the employment contract into English.

translation can be done by the institution, with a stamp “certified copy”.

- Pin Tara (UHST) asked, how to get the drafts of the supporting documents.

- Sabine Herrmann (TUHH) answered, that the links to the documents will be in the PDF-File of the presentation, it will be uploaded into the cloud. Furthermore, TUHH will send the drafts to everyone when a report is due.

- Le Thi Thuy Hang (HUAF) asked if costs for applying for visa (travelling to another city for the application) are reimbursed within the travel costs.

- Silke Reinermann (TUHH) answered, that this question will be send to the PO, since the finance team of TUHH doesn't know the answer now.

- Le Thi Thuy Hang (HUAF) asked if it is possible to stay longer after an activity in the city/country.

- Sabine Herrmann (TUHH) answered, that it is possible to stay longer. The person travelling should insert the numbers of days travelled for the project in the Individual Travel Report. The extension of a business trip for private reasons should also be in accord with the national legislation.

- Anja Giebelhausen (TUHH) asked, if translation costs are eligible (when documents should be translated).

- Silke Reinermann (TUHH) answered that translation costs are only eligible for documents for the project implementation (for tasks performed in the project), not for the translation of employment contracts.



1.2 Equipment Costs, Subcontracting Costs

Table 2. Q&A Equipment Costs, Subcontracting Costs

Question	Answer
<ul style="list-style-type: none"> Van Minh Dang (TUAUF) asked, if the purchase of equipment is free of tax. 	<ul style="list-style-type: none"> Sabine Herrmann (TUHH) answered that while buying the equipment, the institutions should show the "VAT exemption certificate", they got from TUHH.
<ul style="list-style-type: none"> Pin Tara (UHST) asked, if there is one tendering procedure for all universities or a tendering procedure for each university, since the equipment costs are more than 25.000 EUR per beneficiary. 	<ul style="list-style-type: none"> Sabine Herrmann (TUHH) answered, that if the equipment is from the same type, it should be bought together. Since the finance team of TUHH doesn't know if this applies to each country or to all countries, <u>this question will be given to the PO.</u>
<ul style="list-style-type: none"> Le Thi Thuy Hang (HUAF) asked, if there is still a tendering procedure needed, if the beneficiary would spend less than 25.000 EUR. 	<ul style="list-style-type: none"> Sabine Herrmann (TUHH) answered, that TUHH needs a list from all partners which equipment everyone needs for the project implementation. After this it can be decided if equipment should be bought together and if a tendering procedure is needed.
<ul style="list-style-type: none"> Le Thi Thuy Hang (HUAF) asked about the exchange rate regarding the equipment and the subcontracting costs. 	<ul style="list-style-type: none"> Sabine Herrmann (TUHH) answered that exchange losses are not eligible. Pin Tara (UHST) added that the exchange rate of the day of the transfer of the money should be used.



1.3 Further Comments

- Caterina Picuno (TUHH): Before spending money for subcontracting, every beneficiary should check in the budget, if this type of service is mentioned there. If not, TUHH has to ask the PO for additional authorization.
- Caterina Picuno (TUHH): It should be considered, that the equipment is different for each beneficiary, since it should meet the individual needs of each beneficiaries. That means, that in the budget there is now the same amount of money for each beneficiary regarding equipment, but this will be adapted during the project implementation.
- Silke Reinermann (TUHH): TUHH needs a list from each beneficiary with the needed equipment to find out which equipment should be bought together. After consulting the EACEA, TUHH will give each partner a feedback and after that, the partners can start the tendering procedure.
- Caterina Picuno (TUHH): Each beneficiary with equipment should check the equipment listed in the budget, which is the equipment needed to implement the project and prepare a list.



Annexes

- I. List of participants
- II. Photos
- III. Presentation

I. List of participants

Caterina Picuno - TUHH
Anja Giebelhausen - TUHH
Laura Steinhauer - TUHH
Silke Reiner mann - TUHH
Sabine Herrmann - TUHH
Luca Boetti - IFOA
Nefeli Bantela - EUROTRAINING
Le Thi Thuy Hang - HUAF
Tuyet Truong - TUAF
Van Minh Dang - TUAF
Soben Kim - RUA
Yutha Nida - RUA
Pin Tara - UHST
Uon Sophal - UHST
Phalla Sam - COMPED
Uch Rithy - COMPED
Patiroop Pholchan - CMU
Pimluck Kijjanapanich - CMU
Tippapha Pisithkul - MJU



II. Photos

Recording...

Participants (19)

Find a participant

- CP Caterina Picuno (Host, me)
- SH Sabine Herrmann (TU... (Co-host)
- M Van Minh Dang
- AG Anja Giebelhausen
- LS Laura Steinhauer (Tuhh)
- LT Le Thi Thuy Hang
- Luca Boetti
- NB Nefeli Bantela
- PATIROOP PHOLCHAN
- PS Phalla Sam
- Pimluck Kijjanapanich
- Pin Tara
- SR Silke Reinermann
- Soben Kim
- T Tippapha Pisithkul
- Tuyet Truong
- UR UCH RITHY
- US Uon Sophal
- YN Yutha Nida

Invite Mute All ...



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What is your favourite local food?

Press S to show image

Zoom Meeting

Recording...

Participants (19)

Q Find a participant

- Caterina Picano (Host, me)
- Sabine Herrmann (TU...
- Le Thi Thuy Hang
- Van Minh Dang
- Anja Giebelhausen
- Laura Steinhauer (Tuh)
- Luca Boetti
- Harald Bantela
- INTROOP PHOLCHAN
- Phalla Sam
- Pin Tara
- Silke Reinermann
- Soban Kim
- Tippapha Phothkul
- Tuyet Truong
- UCH RITHY
- Uon Sophal
- Yutha Nida

Uon Sophal

Anja Giebelhausen

T

Laura Steinhauer...

Tuyet Truong

Soban Kim

Yutha Nida

09:55 11/09/2021

III. Presentation