



*International trainings* 

# **Twinning Project Budget**

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# Twinning Project Budget





# Content of the budget

- Budget corresponds to the Work Plan
- All activities foreseen in the Twinning project should be listed in the Budget
- Beneficiary activities included also



# Eligible Costs

- Expenses incurred to prepare Twinning Contract
- Resident Twinning Advisers costs
- Project Leader and Short Term Experts
- Supplies and services
- Travel expenses
- Training



# Eligible Costs

- Preparatory and follow-up work outside the BC, management and accounting
- Translation and interpretation
- Costs of the Expenditure Verification Report
- Provision to cover changes in prices



# Structure of the Budget

The Twinning Budget Lists the following expenditure as basic blocks:

- RTA Expenditure:
  - 1. Salary of the RTA
  - 2. Non wage labour costs
  - 3. Other allowances
- Activity based building blocks



# RTA Remuneration I

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	(tick as appropriate)		No of units	Unit cost	Total MS cost
	BC	MS			
<b>1. Resident Twinning Advisor Remuneration</b>					
<b>Mr. (12 months)</b>					
Basic salary and non-wage labour costs		X	12	1450,55	17406,60
Social costs		X	12	1404,40	16852,80
6% of salary and non-wage labour costs		X	12	171,29	2055,48
<b>Total RTA remuneration</b>					<b>36314,88</b>



# RTA Remuneration II

- RTA will be paid his normal salary
- RTA will be paid non-wage labour costs
- MS institution will be paid 6% of RTA salary and non-wage labour costs





# RTA Allowances

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	(tick as appropriate)		No of units	Unit cost	Total MS cost
	BC	MS			
<b>2. Resident Twinning Advisor Allowances</b>					
Daily allowances (50%)		X	365	91,50	33397,50
Allowances for the RTA for the first 30 days		X	30	183,00	5490,00
Health and accident insurance of the RTA		X	12	200,00	2400,00
Accommodation		X	11	1200,00	13200,00
Estate Agent's fee		X	2	1200,00	2400,00
Excess luggage (up to 50 kg)		X	1	550,00	550,00
Travel to and from place of duty		X	1	630,00	630,00
Monthly allowance for special economically priced return trips		X	11	600,00	6600,00
<b>Total RTA allowances</b>					<b>64667,50</b>



# Hotel Accommodation

- For the first month of secondment
- Up to 30 days
- 100% additional per diems
- 50% per diem for each person accompanying the RTA
- The hotel invoice has to be presented



# Permanent Accommodation

- Single person or couple is entitled to 2 bedrooms
- For each children- additional room
- The guidance from EC regarding rental prices. Upper and lower margins.
- No prior approval for the signing the contract in the within indicated bands



# Health Insurance

- RTA is obliged to contract insurance coverage
- 200 EUR per month for the RTA and his/her spouse
- 100 EUR per month for children



# Schooling Fees

- Childcare costs are not eligible
- Schooling minimum 16 hours teaching per week and minimum 3 months
- Up to 12.000 EUR per child per academic year
- The reimbursement only for dependent child





# What is not covered for Schooling

- Private transport to and from the school
- School meals
- Uniforms
- After school music or extra curricular classes



# RTA Travel Costs

- Economy air ticket for RTA and family members or first class train ticket
- Can RTA travel by car ?
- The travel to the place of duty and at the end of secondment home will be paid
- Annual leave



# Monthly Travel Allowance

- If RTA moved alone
- If no claim for the removal
- The quota from reputable travel agency has to be presented
- The RTA is not entitled for annual leave
- No proof of travel is required



# Removal Costs. Option 1 (secondment 1 year)

- Limits: RTA 780 kg; Spouse 390 kg; each child 195 kg.
- The actual costs of transportation will be reimbursed
- The quotes based on volume are not accepted
- The costs for storage in MS reimbursed. Maximum volume of 60 m<sup>3</sup>



# Removal Costs. Option 2 (minimum 2 years)

- Up to 60 m<sup>3</sup> of freight
- The costs of excess baggage up to 50 kg (books, papers)
- Transport of personal vehicle
- Two quotes have to be obtained





# Leave Entitlement

- 2,5 working days per month
- Leave on public holidays in BC
- Traveling Time Allowance (901 km- 4 days)
- Special Leave ( marriage of RTA, death of spouse etc.)
- The leave has to authorise by MS PL in writing



# Project Leader, STE, MTE

## *Missions of Staff from Mandated Bodies*

- Class 1 expert. Min. 3 years experience.  
Rate of reimbursement in BC: 250 EUR
- Class 2 expert. Min. 8 years experience.  
Rate of reimbursement in BC: 350 EUR
- Class 3 expert. Min. 15 years experience.  
Rate of reimbursement in BC: 450 EUR



# Preparatory Costs I

- For Twinning Contracts up to and including 1 MEUR:
  - up to 6 trips to the BC
  - fees for up to 20 working days in BC
  - project management costs for work outside BC
  - Per diem allowance for days in BC



# Preparatory Costs II

- For Twinning Contracts over 1 MEUR:
  - up to 9 trips in the BC;
  - fees for up to 30 working days in the BC;
  - project management costs for work outside BC;
  - Per diem allowance for days in BC



# Preparatory costs III

Actions to be undertaken under the Twinning project	Responsibility (tick as appropriate)		Cost		
	BC	MS	No of units	Unit cost	Total MS cost
<b>5. Project preparation</b>					
RTA fees (1 trip X 2 days)		X	2	250,00	500,00
'Project Management Costs'		X			750,00
Per diems		X	3	250,00	750,00
Airfares		X	1	443,37	443,37
<b>Project Leader Fees (1 trip X 2 days)</b>		X	2	250,00	500,00
'Project Management Costs'		X			750,00
Per diems		X	3	250,00	750,00
Airfares		X	1	453,97	453,97
<b>Total Preparation Costs</b>					<b>4897.34</b>





# Training of RTAs

- RTAs are invited by the EC to attend the training seminar at the Commission Headquarters in Brussels
- Costs for travel and per diems to attend this training must be included in the budget



# RTA Training

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	(tick as appropriate)				
	BC	MS	No of units	Unit cost	Total MS cost
<b>3. RTA Training</b>					
Return fare Brussels		X	1	400,00	400,00
2 per diems Belgium		X	2	201,00	402,00
<b>Total RTA training</b>					<b>802,00</b>



# Project Co-ordination Costs I

- For MS Project Leader to come to the Steering Committee meetings
- Once in three months
- Junior Project Leader also invited



# Project Co-ordination Costs

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	(tick as appropriate)		No of units	Unit cost	Total MS cost
BC	MS				
<b>6. Project Co-ordination Costs</b>					
Participation of PL in SC meetings Fees (4 missions of 2 days)		X	8	250,00	2000,00
'Project Management Costs'		X			3000,00
Per diems		X	12	183,00	2196,00
Airfare		X	4	630,00	2520,00
					<b>9716,00</b>



# Component, Activity

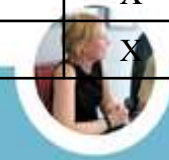
- Each Budget Component is linked to Mandatory result indentified in the Work Plane
- Each Component may consist of one or several activities
- Each activity is defined as a subpart of the broader mandotary result





# Component, Activity

Actions to be undertaken under the Twinning project			Cost		
	BC	MS	No of units	Unit cost	Total MS cost
<b>Component 1: Development of a risk assessment methodology</b>					
<b>Activity 1.1. Audit of the existing situation</b>					
<b>Mr. STE 1</b>					
Expert fees		X	1	250,00	250,00
'Project Management Costs'		X			375,00
Per diems		X	2	183,00	366,00
Air tickets		X	1	630,00	630,00
<b>Mrs. STE 2</b>					
Expert fees		X	1	350,00	350,00
'Project Management Costs'		X			525,00
Per diems		X	2	183,00	366,00
Air tickets		X	1	800,00	800,00



# Twinning Management Costs Compensation

- The fee of STE, PL, MTE of any expertise delivered in BC increased by 150%
- May be used for any costs arising in the MS in connection with the project and overhead costs
- MS project leader is responsible for the sound financial management of management costs



# Twinning Management Costs Compensation II

- In consortium senior partner will retain 10-20% of Twinning Management Costs
- Real amount of Twinning Management Costs will be based on the real amount of fees for days worked in BC



# Study visits in MS

- Cost effectiveness and sound financial management
- Direct link between objectives in PF and study visit
- Direct relevance for the participating BC officials
- Adequate and intensive follow up of the study visit



# Study visit costs

Actions to be undertaken under the Twinning project			Cost		
	BC	MS	No of units	Unit cost	Total MS cost
<b>3.7 Study visit</b>					
Eight-day study trip to MS for 5 BC staff					
Per diems for BC participants (5 pers. x 9 days)		X	45	222,00	9990,00
Air tickets for BC participants	X				
Incidental costs (5 pers X 9 days at 10 Euros per participant/day)		X	45	10,00	450,00
Internal tranfer costs for participants		X	5	150,00	750,00
Air tickets for interpreter in MS		X	1	630,00	630,00
Per diems for interpreter in MS		X	9	166,00	1494,00
Fees for interpreter in MS		X	8	150,00	1200,00
					<b>14514,00</b>



# RTA Assistant I

- RTA should have a full time assistant
- The assistant should not have any contractual relation with the Beneficiary for 6 months
- The assistant to be contracted under the service contract
- The BC might want the assistant from they own administration.



# RTA Assistant II

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	(tick as appropriate)		No of units	Unit cost	Total MS cost
	BC	MS			
<b>4. RTA Assistant</b>					
Assistant salary		X	12	1500,00	18000,00
<b>Total RTA Assistant Costs</b>					<b>18000,00</b>



# Translation and Interpretation I

- Has to be budgeted for each activity
- The ceiling per budget item is 10.000 Eur
- BC rates to be applied
- For the events in MS may be more advantageous to hire BC staff





# Translation and Interpretation II

Actions to be undertaken under the Twinning project			Cost		
	BC	MS	No of units	Unit cost	Total MS cost
<b>3.7 Training</b>					
<b>Mr. STE 1</b>					
Expert fees		X	4	250	1000
'Project Management Costs'		X	4	375	1500
Per diems		X	5	183	915
Air tickets		X	1	600	600
Interpretation (two interpreters)		X	6	200	1200
Translation		X	50	15	750



# Visibility

- Visibility costs for the projects up to 1MEUR is 5.000 EUR
- For the projects above 1 MEUR- 10.000 EUR



# Audit certificate costs

- Recommended estimate for a period of 12 months- 4.000 EUR



# Visibility, Audit Certificate

Actions to be undertaken under the Twinning project	Responsibility (tick as appropriate)		Cost		
	BC	MS	No of units	Unit cost	Total MS cost
	<b>III. Other costs</b>				
Visibility costs <sup>3</sup>		X	1	3000,00	3000,00
Audit certificate costs <sup>4</sup>		X	1	3500,00	3500,00
Preparation of training material and documents		X	1	10000,00	10000,00
Preparation of seminars		X	1	10000,00	10000,00

# Provision for changes in prices

- Maximum 2,5% of the total budget
- To cover fluctuations in unit rates for reimbursable costs
- Drawing on the provision does not require prior approval by the Contracting Authority



# Provision for changes in prices I

<b>PROJECT SUBTOTAL</b>	<b>508091,10</b>
Provision for changes in prices (at maximum 2.5% of sub-total)	<b>12702,28</b>
<b>PROJECT TOTAL</b>	<b>520793,38</b>



# Twinning Costs not covered by EU

- All Twinning projects will be co-financed by the BC
- For Twinning projects under IPA travel by BC officials from their capitals to a MS or between MS costs are not eligible
- Costs for large scale equipment cannot be covered by Twinning Contract



# Twinning Costs not covered by EU

## II

- Adequately equipped office space
- Telephone
- Email services
- Fax
- Photocopiers
- Computer
- Internet access
- Secretarial support
- Access to information





# Twinning Costs not covered by EU

## III

Actions to be undertaken under the Twinning project	Responsibility		Cost		
	BC	MS	No of units	Unit cost	Total MS cost
<b>7. Working resources for RTA's office</b>					
- two computers	X				
- a laser printer	X				
- telephone and two international telephone lines (one for internet access)	X				
- fax machine	X				
- direct access to a photocopier	X				
- access to an overhead projector for presentations and workshops	X				
- access to a meeting room for all meetings and missions of experts	X				
all telecommunications costs ; small office equipment; consumables, such as paper, printer toners, folders, pens, correction fluid etc.)	X				



# Coffee break

