Twinning Project Budget

Gintaras Makštutis
26-28 October 2010
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 Expernditure:
  - 1. Salary of the RTA
  - 2. Non wage labour costs
  - 3. Other allowances

- Activity based building blocks
### RTA Remuneration

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Responsibility</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(tick as appropriate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC</td>
<td>MS</td>
</tr>
<tr>
<td>Basic salary and non-wage labour costs</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>Social costs</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>6% of salary and non-wage labour costs</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total RTA remuneration</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

### 1. Total RTA allowances

<table>
<thead>
<tr>
<th>Allowance Description</th>
<th>Monthly Allowance</th>
<th>Yearly Allowance</th>
<th>Total Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total RTA allowances</td>
<td>64667.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Resident Twinning Advisor Allowances

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Responsibility (tick as appropriate)</th>
<th>No of units</th>
<th>Unit cost</th>
<th>Total MS cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily allowances (50%)</td>
<td>X</td>
<td>365</td>
<td>91.50</td>
<td>33397.50</td>
</tr>
<tr>
<td>Allowances for the RTA for the first 30 days</td>
<td>X</td>
<td>30</td>
<td>183.00</td>
<td>5490.00</td>
</tr>
<tr>
<td>Health and accident insurance of the RTA</td>
<td>X</td>
<td>12</td>
<td>200.00</td>
<td>2400.00</td>
</tr>
<tr>
<td>Accommodation</td>
<td>X</td>
<td>11</td>
<td>1200.00</td>
<td>13200.00</td>
</tr>
<tr>
<td>Estate Agent's fee</td>
<td>X</td>
<td>2</td>
<td>1200.00</td>
<td>2400.00</td>
</tr>
<tr>
<td>Excess luggage (up to 50 kg)</td>
<td>X</td>
<td>1</td>
<td>550.00</td>
<td>550.00</td>
</tr>
<tr>
<td>Travel to and from place of duty</td>
<td>X</td>
<td>1</td>
<td>630.00</td>
<td>630.00</td>
</tr>
<tr>
<td>Monthly allowance for special economically priced return trips</td>
<td>X</td>
<td>11</td>
<td>600.00</td>
<td>6600.00</td>
</tr>
</tbody>
</table>

**Total RTA allowances:** 64667.50
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 presented
- The RTA is not entitled for annual leave
- No prove 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 m³.
Removal Costs. Option 2 (minimum 2 years)

- Up to 60 m3 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

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Responsibility (tick as appropriate)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BC</td>
<td>MS</td>
</tr>
<tr>
<td>5. Project preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTA fees (1 trip X 2 days)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>‘Project Management Costs’</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Airfares</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Project Leader Fees (1 trip X 2 days)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>‘Project Management Costs’</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Airfares</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Total Preparation Costs 4897.34
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

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<th>Actions to be undertaken under the Twinning project</th>
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<tr>
<td></td>
<td>BC</td>
<td>MS</td>
</tr>
<tr>
<td>(tick as appropriate)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. RTA Training

| Return fare Brussels | X | 1 | 400,00 | 400,00 |
| 2 per diems Belgium  | X | 2 | 201,00 | 402,00 |
| **Total RTA training** |   |   |        | **802,00** |
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

<table>
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<tr>
<th>Actions to be undertaken under the Twinning project</th>
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<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(tick as appropriate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC</td>
<td>MS</td>
</tr>
<tr>
<td>Participation of PL in SC meetings Fees (4 missions of 2 days)</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>‘Project Management Costs’</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>Airfare</td>
<td>X</td>
<td>4</td>
</tr>
</tbody>
</table>

Total MS cost: 9716,00
Component, Activity

• Each Budget Component is linked to Mandatory result identified in the Work Plane
• Each Component may consist of one or several activities
• Each activity is defined as a subpart of the broader mandatory result
### Component 1: Development of a risk assessment methodology
#### Activity 1.1. Audit of the existing situation

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>BC</td>
</tr>
<tr>
<td>Expert fees</td>
<td>X</td>
</tr>
<tr>
<td>‘Project Management Costs’</td>
<td>X</td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
</tr>
<tr>
<td>Air tickets</td>
<td>X</td>
</tr>
<tr>
<td>Expert fees</td>
<td>X</td>
</tr>
<tr>
<td>‘Project Management Costs’</td>
<td>X</td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
</tr>
<tr>
<td>Air tickets</td>
<td>X</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BC</td>
</tr>
<tr>
<td>3.7 Study visit</td>
<td></td>
</tr>
<tr>
<td>Eight-day study trip to MS for 5 BC staff</td>
<td></td>
</tr>
<tr>
<td>Per diems for BC participants (5 pers. x 9 days)</td>
<td>X</td>
</tr>
<tr>
<td>Air tickets for BC participants</td>
<td>X</td>
</tr>
<tr>
<td>Incidental costs (5 pers X 9 days at 10 Euros per participant/day)</td>
<td>X</td>
</tr>
<tr>
<td>Internal tranfer costs for participants</td>
<td>X</td>
</tr>
<tr>
<td>Air tickets for interpreter in MS</td>
<td>X</td>
</tr>
<tr>
<td>Per diems for interpreter in MS</td>
<td>X</td>
</tr>
<tr>
<td>Fees for interpreter in MS</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Responsibility</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(tick as appropriate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC</td>
<td>MS</td>
</tr>
<tr>
<td>4. RTA Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant salary</td>
<td>X</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total RTA Assistant Costs**: 18000,00
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
## Actions to be undertaken under the Twinning project

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BC</td>
</tr>
<tr>
<td></td>
<td>MS</td>
</tr>
<tr>
<td></td>
<td>No of units</td>
</tr>
<tr>
<td>3.7 Training</td>
<td></td>
</tr>
<tr>
<td>Mr. STE 1</td>
<td></td>
</tr>
<tr>
<td>Expert fees</td>
<td>X</td>
</tr>
<tr>
<td><code>Project Management Costs</code></td>
<td>X</td>
</tr>
<tr>
<td>Per diems</td>
<td>X</td>
</tr>
<tr>
<td>Air tickets</td>
<td>X</td>
</tr>
<tr>
<td>Interpretation (two interpreters)</td>
<td>X</td>
</tr>
<tr>
<td>Translation</td>
<td>X</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Responsibility</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(tick as appropriate)</td>
<td>BC</td>
</tr>
<tr>
<td>III. Other costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visibility costs[^3]</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>Audit certificate costs[^4]</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>Preparation of training material and documents</td>
<td>X</td>
<td>1</td>
</tr>
<tr>
<td>Preparation of seminars</td>
<td>X</td>
<td>1</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT SUBTOTAL</td>
<td>508091,10</td>
</tr>
<tr>
<td>Provision for changes in prices (at maximum 2.5% of subtotal)</td>
<td>12702,28</td>
</tr>
<tr>
<td>PROJECT TOTAL</td>
<td>520793,38</td>
</tr>
</tbody>
</table>
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

#### 7. Working resources for RTA's office

<table>
<thead>
<tr>
<th>Actions to be undertaken under the Twinning project</th>
<th>Responsibility</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- two computers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- a laser printer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- telephone and two international telephone lines (one for internet access)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- fax machine</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- direct access to a photocopier</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- access to an overhead projector for presentations and workshops</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>- access to a meeting room for all meetings and missions of experts</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>all telecommunications costs; small office equipment; consumables, such as paper, printer toners, folders, pens, correction fluid etc.)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Coffee break