

MINUTES

OF THE

KICK-OFF MEETING OF THE TEMPUS PROJECT CONSORTIUM REPRESENTATIVES



JPCR-544270 - Serbia: striving towards excellence
in veterinary education (EDUVET)

Meeting place: Faculty of Veterinary Medicine, University of Belgrade
Bulevar oslobođenja 18, Belgrade, Serbia
Main conference room

Meeting time: February 24/25, 2014

Program

Monday, February 24, 2014

- 10:00 - 13:00 Meeting of Serbian consortium representatives.
Adopting the work plan and responsibilities of Serbian partners until the end of the year 2014, according to Work packages 1, 2, 3 and 4.
- 13:00 - 14:00 Buffet lunch at the premises for all representatives
- 14:00 - 17:30 Plenary meeting of Serbian and EU consortium representatives.
a) Greetings from the Dean, Dr Vlado Teodorovi
b) Stressing the key goals of the Project.
c) Capacities of the EU partners: management/contact persons, departments/premises (EU teachers) for the reception of Serbian veterinary and organic animal production teachers (2 weeks), EU teachers suited/interested for the analytical advisory visits to Serbian faculties (1 week).
c) EU partners' capacities and conditions for the reception of Serbian veterinary students for one semester of intensive clinical training.
- 19:30 Social time, dinner at the restaurant.

Tuesday, February 25, 2014

- 09:00 - 10:00 Presentation by the representatives of national TEMPUS Office.
- 10:00 - 13:00 Plenary meeting of Serbian and EU consortium representatives.
a) Regulations for sound contract management
b) Reporting on activities and contract amendments
c) Financial management
- 13:00 - 14:00 Buffet lunch at the premises for all representatives
- 14:00 - 17:30 Plenary meeting of Serbian and EU consortium representatives (continuation).
- 19:30 Social time, dinner

DAY ONE

Monday, February 24, 2014

MORNING SESSION: Meeting of Serbian consortium representatives

Attending:

Dr Ivan B. Jovanovi (FVMB), Project co-ordinator
Dr Radmila Resanovi (FVMB), WP1 team leader
Dr Danijela Kirovski (FVMB, Vice-dean), WP2 team leader
Dr Miodrag Lazarevi (FVMB), WP4 team leader
Dr Aleksandar Potkonjak (DVMNS), contact person, WP1
Dr Marko Cincovi (DVMNS), WP1
Dr Ljubinko Jovanovi (EUSK), contact person, WP3
Dr Budimir Plavši (VDS), contact person, WP2
Dr Zoran Katrinka (VCS), contact person, WP4
Ms. Ivana Babi (NTO Serbia)

- ◆ This session was organized in order to precisely define the steps that have already been made by the Serbian representative institutions towards the Project outcomes; to define eventual specific needs towards EU partner institutions and to prepare propositions for amendment of the original plan of Consortium meetings and Budget table.
- ◆ All parties were informed about the need to introduce in the schedule one more plenary coordination meeting. This was unanimously agreed, and it is scheduled to be in September 2014 in Budapest. The forecast expense is about 5.500€. This additional meeting is needed in order to control and check-up the documentation procedures. All parties are instructed on the importance of safe document keeping, document back-ups, and attainability.

Dates for the following coordination meetings have been agreed upon:

new: Budapest, September 2014 (M10)
Ljubljana, April 2015 (M17) Intermediate report
Vienna, February 2016 (M27)
Bologna, November 2016 (M36) Final report

- ◆ All parties were reminded on the Work Packages (WP), and subsequent points which have to be developed, as well as points of particular interest for the consideration of EU partners.

Ad WP1. Prof Radmila Resanovi informed the meeting on the ongoing activities and development of the Teaching Hospital at the Faculty of Veterinary Medicine in Belgrade (FVMB). At the same time, the insight gained on the activities within WP1 and the situation at the FVMB offered the possibility to EU

partners do allocate additional help and suggestions, besides the already enclosed in the Tempus project. EU partners will be selecting the most appropriate staff which will share the „now how“ in the formation and running, as well as organization of a teaching hospital.

In order to accommodate the students activities the staff at the Clinic has a relaxed timetable offering maximum opportunities to the students. In the fore coming period a group of involved and interested teachers will be identified, and will take part in the exchange Tempus program. At the same time final academic years vet students and PHD students, especially those which due to their excellence incline towards teaching at the FVMB, should be selected for the students exchange under Tempus.

The Department of Anatomy needs an additional review of their needs for an adequate teaching process, as it has been established that it is lagging behind both with the teaching equipment for practical lessons and theoretical approach to the subject.

The Department of Veterinary Medicine in Novi Sad (DVMNS) is in the process of forming a veterinary clinic, thus identifies the need to take active part in the exchange program and benefit from the experience of EU partners.

Ad WP2. Five courses for specialist studies have been defined (Veterinary Epidemiology, Pathological Morphology, Microbiology and Immunology, Animal Reproduction and Food Safety). Students should be enrolled as early as October 2014. Within the five courses they must acquire the needed skills and „know how“. The attained certificate (diploma) will be signed i.e. verified by the Dean of the FVMB and the appointed Director of the Directorate for Veterinary Medicine at the Ministry of Agriculture. All the students enrolled in the listed 5 courses will be exempted of paying the fee within the duration of the Tempus project. The specialization will undergo a PROFESSIONAL accreditation.

Ad WP3. The participants are kindly requested to analyze the list of tasks and determine if any new actions should be included or expanded within this WP. The aim of the Institution carrying this WP (Educons University- EUSK) is developing a new undergraduate course „Organic Livestock Production“ . This is a pioneering effort which needs strong support from EU partners which have more experience in organic livestock production. With this in mind EUSK representative at the meeting stressed the need to increase the number of students at the premises in Svilajnac. In order to achieve this, a request for help from colleagues within the Tempus project (specially FVMB) has been launched. The coordinator for WP3 has been reminded that within the project a budget for course advertizing has been planned.

Ad WP4. Dr Zoran Katrinka as the contact person for the Veterinary Chamber of Serbia informed the meeting that during the Tempus project the Vet. Chamber will carry out a detailed survey on the position of veterinarians in Serbia. The questionnaire will include also questions on the satisfaction of employers of veterinarian staff, with emphasis on the knowledge veterinarians acquired during the course at the FVMB. This National survey will be cross-referenced with the survey which will be carried out soon by the OIE which includes 38 countries. Thus, providing a much wider and detailed overview

on the subject. In order to synchronize with the OIE survey slight adjusting of the adopted Project time schedule may be needed.

Ad WP5,6,7,8. Quality control and monitoring, dissemination and sustainability, as well as management will be carried out with the support of the NTO, and sustained throughout the Project. The need to safe keep all documents, contracts, purchase receipts, boarding passes, etc. has been highly stressed. At the same time, for an efficient management of the project and adequate monitoring a EDUVET Tempus info site will be uploaded and regularly maintained at the DVMNS web server. All documents, reports and relevant information will be posted. The Project coordinator Dr Ivan B. Jovanovi strongly emphasized the need for a constant communication between all involved parties and the Grant holder. Such communication is agreed to be by Email, in such a way a written history will be maintained. Mobile phone numbers, for matters of urgency, will be available between all contact persons.

◆ All parties agreed to pass the notion to the Plenary Meeting for the revision of the original project Budget.

AFTERNOON SESSION: Plenary meeting of consortium representatives

Attending:

Dr Ivan B. Jovanovi (FVMB), Project co-ordinator
Dr Radmila Resanovi (FVMB), WP1 team leader
Dr Danijela Kirovski (FVMB, Vice-dean), WP2 team leader
Dr Miodrag Lazarevi (FVMB), WP4 team leader
Dr Aleksandar Potkonjak (DVMNS), contact person, WP1
Dr Marko Cincovi (DVMNS), WP1
Dr Ljubinko Jovanovi (EUSK), contact person, WP3
Dr Budimir Plavši (VDS), contact person, WP2
Dr Zoran Katrinka (VCS), contact person, WP4
Dr Olga Zorman-Rojs (VFLJ, Slovenia), contact person EU
Dr Giuliano Bettini (UNIBO, Italy), contact person EU
Dr Ursula Schober (UVMV, Austria), contact person EU
Ms. Sofija Duki (NTO Serbia)
Ms. Ivana Babi (NTO Serbia)

Absent: Dr Tibor Bartha (FVSB, Hungary), contact person EU

◆ This session was organized to revise and amend the Draft SOP (Short Manual) for the execution of the project, extracted from various EAECEA documents and Meeting of the Consortia Representatives held in Brussels. It was intended to highlight the rules and procedures of particular interest to EDUVET.

A. DECISION MAKING

Decisions within the Consortium should be made unanimously. However, if there is a conflict of opinion the Consortium will go back on Tempus rulebook, consult the National Tempus Office, or the EACEA.

Good communication is a MUST!

The Coordinator has the duty to collect documents, signal any changes or events, and decides on finances.

B. COMMUNICATION BETWEEN PARTNERS AND PROJECT VISIBILITY

Modes of communication have been unanimously agreed upon.

- a) Coordination meetings, both local and plenary
- b) E-mail. E-mails are preferred as they leave a written trace. All E-mails which are of interest to all parties should be forwarded as cc., if not they can go as bilateral, only. However, it is recommended to forward all E-mails pertinent to the Project to the Coordinator. The Coordinator has the task to gather all necessary information and documents in order to form and update a centralized database.
- c) Drop Box. A Drop Box has been formed in order to accommodate large files. Consortium partners and contact persons will have the required password for access, the number of appointed loci in the Drop Box for the needs of the project will be 9, which should cover all the declared contact persons.
- d) Phone – to be used for emergency, changes in the contact phone number should be passed to the Consortium members
- e) If needed a video conference can be organized

The Coordinator stressed out the importance of communication. All information and documents should be passed from the Consortium partners to the Coordinator, which in turn communicates to the NTO (Serbia) and the EACEA. EACEA answers ONLY to the Coordinator of the Project.

EDUVET web-page

All participants have been informed on the outline of the Project web-page as the project MUST be visible to the public. It will be constructed, uploaded and maintained by DVMNS, and linked with all participating institutions. EDUVET logo was accepted by all.

Contents of the web-page (outline)

1. Key documents (participants were acquainted with the list of EU Directives, Project SOP, Work plan and Budget, Guidelines for the use of the Grant, FAQ, Financial Info Kit, EAEVE SOP.

2. Blank forms- slides with blank form samples were shown and detailed instructions given on Staff Convention, Staff Timesheet, Mobility Report, Annex IV Interim Report, Annex IV Final Report. All participants were informed on how to fill the reports, and how to safe keep them and provide scanned back-ups.

Forms with original signatures should be scanned and forwarded to the coordinator as soon as possible. Originals will be handed out to the Coordinator at the final meeting at the latest (preferably at an earlier date – Interim Report (September 2014)and Intermediate Report (April 2015)).

3. Monthly financial barometer – a graph showing the total sum allocated by the Tempus project vs. the sum spent given as the Project total and per partner will be on the Web-site. The barometer will be updated once monthly, and in order to do so all receipts and proofs of purchase have to be forwarded on a regular short-time bases.
4. Outcomes/Reports – Include reports on:
 - a) Key decision on the Consortium coordination meetings
 - b) Reports on DEV-WP activities
 - c) Adopted legal acts
 - d) Reports on staff exchange mobility
 - e) Reports on student exchange mobility
 - f) Reports on dissemination events
 - g) Reports on inter-project coaching

In order to update the web-site all reports should be completed and handed in promptly!

5. Publication financed by Tempus – it has been agreed that all publications financed by Tempus will not be charged for, and will be downloadable directly from the web-site.
6. Calls, Ranking list and announcements of events
7. Photo gallery

C. PARTNERSHIP AGREEMENT

An amendment to the proposed budget has been unanimously accepted.

The amendment consists in the following: Serbian faculties will accept total 10% co-financing of the Project (€83.184) and receive the total 7% Indirect Costs (€54.409). All participants were informed on the Involvement index of each Serbian partner derived from their respective share in the overall Budget. Recalculated Budget table will accompany this Minutes.

Within this the parties were informed that there is a degree of budget flexibility within the Project i.e. adjustments „on the run“ can be up to 10% of the Budget Heading. However, it is imperative to consult the Coordinator as not to go overboard with the budget.

The flexibility of 10% does not apply to the Indirect Costs budget heading.

D. TRANSFER OF FUNDS

The present Consortium members have been informed on the proposed tentative payment installs.

1st batch – March 2014 for Equipment and Action

2nd batch – October 2014 for Action

3rd batch – May 2015 for Action (INTERMEDIATE REPORT)

4th batch February 2016 for Action

5th batch- Final balance (EXTERNAL AUDIT and FINAL REPORT)

On the 24th February 2014. The University administration has not completed the Consortium Agreements – as soon as this is done the first installment will take place.

Participants have been informed that 70% of the first installment has to be spent in order to receive the 2nd installment. This should be not a problem as most of the equipment will be purchased at the beginning of the Project.

Payments are linked to reports, so all documents have to be forwarded to the Coordinator in time.

Participants were informed that documents should be stored for 5 years after the end of the Project due to possible additional external Audit visits. Scheduled external unbiased audit is at the end of the Project

E. PLENARY COORDINATION MEETINGS

Accepted as agreed in the morning session by all present Consortium representatives.

F. DOCUMENTATION FLOW AND REPORTING

All parties have been informed on the documentation flow procedure

- All original documents are to be safely kept and accessible to the partner institutions
- Photocopies have to be made, and kept separately from the originals
- Scanned originals (pdf) to be sent to the Coordinator as soon as possible and adequately filed locally.
- Files for easy tracking should be filed as given in the following example:

YY-MM-DD_WP1_TravelStaff_Bo_01.pdf

YY-MM-DD = Date

WP1 = No Work Package

Travel Staff = budget heading

Bo = Institution

01 = Order of payment at the same date/WP/heading/institution

The need for a prompt documentation has been strongly stressed out!!!

G. MEETING THE NEEDS AND CAPACITIES OF PARTNERS.

See ad WP1, ad WP2, ad WP3, and ad WP4.

The EU partners will be identifying the institutions, personnel and their expertise, departments etc. Who will be best suited for the respective WP. An outline of the proposal will be forwarded to the Coordinator within 3 weeks from the „kick off meeting“.

Partners will provide as soon as possible all necessary information on suitable accommodation for staff and students involved in the Mobility.

Students will be included for the duration of 3 months in the veterinary course. A mentor (coach) must be appointed in order to monitor and assist their activities.

EU partner Universities will each appoint a person (can be a student) who will assist the visiting student from Serbia in the process of enrollment.

Due to extensive contacts with clients, and engagement in 24h emergency clinics students are required to have the knowledge of the EU partner country language. This will be taken into account when a rank list will be formed and additional points will be thus allocated.

Students are requested to be vaccinated against rabies.

Exams at the host institutions are not mandatory. If a student within the mobility wants to take an exam in the clinical subject he/she attended is free to do so and it should be accepted as such by the home institution.

DAY TWO

Tuesday, February 25, 2014

MORNING SESSION: Meeting of Serbian consortium representatives

Attending:

Dr Ivan B. Jovanovi (FVMB), Project co-ordinator

Dr Radmila Resanovi (FVMB), WP1 team leader

Dr Danijela Kirovski (FVMB, Vice-dean), WP2 team leader

Dr Miodrag Lazarevi (FVMB), WP4 team leader

Dr Aleksandar Potkonjak (DVMNS), contact person, WP1

Dr Marko Cincovi (DVMNS), WP1

Dr Ljubinko Jovanovi (EUSK), contact person, WP3

Dr Budimir Plavši (VDS), contact person, WP2

Dr Zoran Katrinka (VCS), contact person, WP4

Dr Olga Zorman-Rojs (VFLJ, Slovenia), contact person EU

Dr Giuliano Bettini (UNIBO, Italy), contact person EU
Dr Ursula Schober (UVMV, Austria), contact person EU
Ms. Sofija Duki (NTO Serbia)
Ms. Ivana Babi (NTO Serbia)

Absent: Dr Tibor Bartha (FVSB, Hungary), contact person EU

National Tempus Office Presentation

Representatives from the National Tempus Office (NTO, Belgrade), Ms. Sofija Duki and Ms. Ivana Babi, introduced the key points relevant for the Management of the Project, Staff Convention and Documentation procedures.

Within these tasks some points of special interest were stressed out.

- Besides all the points which were presented previously the NTO informed the participants that all local Serbian financial transactions are not to be made in Euro, but in local currency (RSD). In order to be in compliance to the Project rules the official EU exchange rate has to be applied
- The External Financial Audit is mandatory. Before submitting the Final report, the Financial report will be checked by an Audit. It is not the Commission who does it, but the Coordinator calls for it. Hence, the Coordinator has to have all the papers and supporting documents (tickets, mobility reports, staff cost...).
- The daily calculations for the Staff cost shown in the handouts is gross maximum amount, and no way can be exceeded.
- Staff convention – separate conventions have to be compiled for separate tasks
- For the Consortium meetings the host files for Staff cost and the visiting participants file under Mobility.
- All Bank statements must be traceable

The Coordinator informed all parties that only key personnel is mentioned in the Project application. For other participants an amendment is needed and the list has and will be further updated. This is valid only for Belgrade, thus only Belgrade Rectorate requires it. All changes in staff have to be reported to the University of Belgrade Rectorate, but NOT Brussels.

Session was continued by the detailed discussion of Budget headings. The NTO staff throughout the morning session clarified all doubts relative to the headings of the Project Operating Procedure.

H. BUDGET HEADINGS

Ad. Financial Audit

The Consortium partners have been informed on the subject of a mandatory audit and its terms, as well as on the possibility of an external ex-post audit by EACEA up to 5 years after the end of the eligibility period.

Ad. Staff cost

The general conditions have been scrutinized and clarified. All points listed in the draft version of the „Operating Procedure“ short manual were studied and confirmed.

The maximum amounts per country involved and per staff category were defined as the max. gross sums.

Supporting documents

- a) Mandatory for EACEA:
- Staff convention – describes the task given and the time. It has to be signed by the Rector or vice-Rector or someone authorized (applies for Belgrade)
 - Corresponding time sheet – has to be signed by the chief accountant or its supervisor
- The importance of proper updating has been stressed out. Scanned PDFs must be sent to the Coordinator promptly. Originals Cost and Mobility convention signed forms must be handed at the next meeting of the Consortium members. However, in order to achieve adequate filing of all the Staff and Mobility sheets, it is agreed not to fill in the Ref. No., but to leave it for a later date, thus avoiding collisions in numbering and filing.
- b) Documents needed for the sound financial management of the Project consist of contracts and/or salary slips for each staff member benefiting from mobility. Bank statements must be such as to provide a traceable account.

Ad. Travel costs and costs of stay – staff

It has been clearly stated out that only people under official contract in the beneficiary institutions, and only for journeys to Consortium partner institutions for the need of project-related activities, are entitled for travel costs and costs of stay.

1. Travel costs should be based in real costs and the cheapest means of travel should be selected. Travel costs cover from the point of departure to the point of arrival and as such include charged fees to and from the bus/train station – airport. All receipts and tickets have to be collected and given to the Coordinator as proof of expense. Expenses for taxi are valid only to and from the airport/station on the dates of arrival and departure if at that time there was no other mean of transportation available (for example: late at night and no subway, shuttle buses or other were available).
2. Costs of stay provide each person participating in the mobility program with a daily allowance to cover costs of accommodation, local and public transport, meals, etc...The maximum amounts (€) which apply per person are given in the „Operating Procedure“ short manual.
3. Supporting documents
 - a) Mandatory for EACEA:
 - Individual Mobility Report – fully completed and signed by the person who travelled.
 - Certified copies of:
 - Travel tickets (plane, train, bus, etc.)

Boarding passes

All invoices and receipts related to trip (tickets, hotel, insurance, visa costs, etc.)

Bank statements as proof of payment

Expenses for travel by private/company car must be supported by copy of the internal regulations on the reimbursement rate per km.

b) Mandatory reporting on visits related to Project objectives

Clear instruction of the tasks which must be carried out by Serbian and EU staff were given at this point as a written report MUST be submitted.

- Serbian staff visiting EU for 2 weeks. Each of the Serbian teachers involved in the Mobility program must be included in actual clinical teaching activities such as they are at the EU host institution, corresponding to her/his specialty for 7 working days. Teachers will have the task to observe, discuss and analyze 2-3 key topics (listed under C.WP1 of this document) for 3 working days.

Upon return, each of the Serbian teachers must submit (to the respective WP leader) detailed and documented diary describing the clinical teaching experience, and an in-depth analysis (with recommendations) of all topics assigned for observance, discussed and approved by the EU host colleague(s). These analyses will be filed at the official Project Web-page and instrumental in the build-up of teaching clinics at home. Deadline for submission is two weeks upon return. Failure to submit the report will lead to total reimbursement of travel & stay costs from the person's salary.

- EU staff visiting Serbia for 1 week. EU teachers visiting Serbian faculties will be required to observe, analyze and discuss with colleagues the practices and premises of the host institutions. Two weeks upon return they should offer the written report, stressing the strong/weak points observed with eventual recommendations for improvement. These analyses will be filed at the official Project Web-page and instrumental in the build-up of teaching clinics in Serbian institutions.

The Individual Mobility Report form which has to be compiled can contain more than one task of all the listed ones, and in order to achieve adequate and exact filing the Ref No. should not be filled in (this will be done on a later date).

Ad. Travel costs and costs of stay – students

Conditions for students travel were clearly listed during the Consortium „Kick off“ meeting:

Costs may be claimed only for journeys directly connected to project objective. This refers to study periods of students at pre-final academic years (5th for FVMB; 4th for DVMNS) from Serbian veterinary faculties to EU partner institutions.

Duration of stay is fixed to 3 months (one semester).

Students will be appointed for the exchange program in a transparent manner by forming a ranking table based on the following criteria:

$$\text{No. of ranking points} = \text{MN} \times 10 + \text{ExP} \times 2 + \text{FLN} - \text{AYF} \times 20$$

where:

MN = Mean note

ExP = Total number of exams passed

FLN = Foreign language note (for external course diploma 10 points or perhaps 30 as for visits to FVM in Wien the knowledge of the German language is required)

AYF = Number of academic years failed during the studies, for any reason

It is proposed to recognize any exams passed by the student during the stay at the EU faculties. However, attending exams at the EU institution is not mandatory and this should be discussed in detail with the respective subject teachers at FVMB. The curricula for the subject should be provided for comparison.

The maximum amount for costs of travel and stay per month per student is fixed at 1.500 €

Supporting documents

- a) Mandatory for EACEA (applies the same as for teachers mobility!)
- b) Mandatory reports in visits related to Project objectives

Serbian students: should be actively included in all learning activities such as they are at the EU host institution for the duration of 1 semester (i.e. 3 months)

Upon return, each of the Serbian students must submit (to the respective WP leader) classes timetable attended, detailed and documented diary describing clinical learning experience, and an in-depth analysis (with comparison and recommendations for improvement of home practices) of all topics attended, approved by the EU host mentor(s). These analyses will be filed at the official Project Web-page and instrumental in the build-up of teaching clinics at home. Deadline for submission is 3 weeks upon return. Failure to submit the report will lead to the ban of the semester validation until total reimbursement of travel & stay costs.

Ad. Equipment (MAX 30%) for partner country universities

1. General conditions and Supporting documents

Were clearly defined within the regulations of the Tempus project application and Rule Book and the Council Regulation (EC) No 1085/2006 establishing an Instrument for Pre-accession Assistance, 17 July 2006, (cf. Art. 19) for projects involving Western Balkans countries.

It has been stressed out and confirmed by the NTO that all equipment purchased for the Project must be produced in the EU, if not produced than it must be assembled in the EU.

Ad Printing and publishing

The terms for printing and publishing were given as only costs for printing, publishing (including in electronic format), photocopying of teaching material and any other documentation necessary to achieve the objectives of the project should be reported under this heading.

General photocopying should go under Indirect Costs.

Publishing which will be carried out will include:

- Textbooks for new courses (WP1, WP2, WP3)
- Data on survey (WP4)

The textbooks for new courses will either be:

- a) purchased
- b) written (EU contribution)
- c) translated in Serbian

Electronic versions will be available on a Web-site free of charge during the duration of the project.

Hard copies will be printed and distributed, also free of charge. The average predicted number of copies per publication is estimated to be about 300.

All printed material will have a clearly evident Tempus logo and the information (disclaimer) that the material has been published and financed by the:

TEMPUS PROJECT EDUVET JPCR 544279 (2013-4539)

Serbia: Striving Towards Excellence in Veterinary Education

All invoices should be VAT exempted.

Ad. Other costs

Covers costs for:

- a) dissemination of information (advertising in the media, promotional materials),
- b) audits (obligatory for all the projects. The estimate cost is in the range from EUR 5.000 to EUR 12.000),
- c) inter-project coaching (up to a maximum of EUR 2.500),
- d) bank charges including bank guarantee charges where requested by the Executive Agency, there is no receipt for the bank provisions, but it is stated on the bank statement slip.
- e) subcontracting for specific tasks. For the aim of the Project a Quality manager will be engaged. However, there is no need for a sub-contract as one is employed at FVMB, hence as such is entitled to Staff costs.

All participants were closely informed on the matter of indirect costs and ineligible costs, and warned on the fact that the given list is not exhausted. It is advised that if in doubt the NTO should be consulted for details.

Ad. Transfer between budget headings

The beneficiaries can adjust the budget heading of any eligible direct costs up to 10% of increase to the estimated amount without prior consultation with EACEA, but with consultations and approval by the Project Coordinator.

The flexibility of 10% does not apply to the Indirect Costs budget heading.

Record keeping:

Dr Olivera Val i



Co-ordinator

Dr Ivan B. Jovanovi


