

OPERATING PROCEDURE SHORT MANUAL

of the TEMPUS PROJECT



**JPCR 544279 - *Serbia: Striving Towards Excellence in
Veterinary Education* EDUVET (2013-4539)**

(Final version)

Based upon EACEA's "Guidelines for the use of the Grant" and specific objectives of the Project.

Amended and adopted at the Kick-off meeting in Belgrade, February 24/5, 2014.

A. CONSORTIUM PARTNERS AND CONTACT PERSONS

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B. PROJECT CONTENT IN WORK PACKAGES

WP.1	Development	Upgrade of graduate veterinary curricula at FVMB and DVMNS in compliance to EAEVE standards, with special emphasis on "veterinary clinical teaching" methodology
WP.2	Development	Development of 5 specialist courses required by Serbian "Law on Veterinary Matters"
WP.3	Development	Development of the undergraduate course "Organic Livestock Production" at EUSK
WP.4	Development	Survey: "Present state of the veterinary profession in Serbia and vision for the future"
WP.5	Quality plan	Quality control and monitoring
WP.6	Dissemination	Dissemination
WP.7	Exploitation	Sustainability
WP.7	Management	Management of the project

C. 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.

D. POINTS OF PARTICULAR INTEREST FOR THE CONSIDERATION OF EU PARTNERS

Beneficiary faculties emphasized their most important aims that should be achieved through TEMPUS project activities.

Points of interest:

WP1, Veterinary studies, P1, P2

1. Overall organization of the teaching clinics, pathology & anatomy departments in EU host institutions.
2. Clinical documentation (forms, document flow and stockpile, students' access for learning purposes.

3. Clinical information computer system.
4. Clinical staff structure (teaching and nonteaching, interims etc)
5. Financial model of the clinic operation.
6. Clinical teaching in specific areas (companion animals, ruminants, swine, poultry, etc.) and "clinical rotations" model.
7. Model of the mobile (ambulatory) clinic.
8. Model of the emergency 24h service.

WP2, Veterinary studies, P1, P4

1. Specialist studies in: Veterinary Epidemiology, Pathological Morphology, Microbiology and Immunology, Animal Reproduction and Food Safety

WP3, Veterinary studies, P1, P3

1. Models and practices for the bachelor course in "Organic livestock production".

WP4, Veterinary survey, P1, P2, P3, P4

2. Experiences in national and EU level veterinary surveying.

E. MEETING THE NEEDS OF THE BENEFICIARIES

EU partner institutions should duly consider their capacities and offer best available advice and staff. They will identify the institutions, personnel and their expertise, departments etc. Who will be best suited for the respective WP. There must be a constant dialogue and coordination to achieve useful and sustainable results within the Project lifecycle. An outline of the proposals will be forwarded to the Coordinator by the end of June 2014.

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.

F. PLENARY MEETINGS OF CONSORTIUM REPRESENTATIVES

Dates for the following coordination meetings have been agreed upon:

new (added at the Kick-off Meeting in Belgrade): **Budapest, Sep/Oct2014 (M10)**

Ljubljana, Apr/May 2015 (M17) Intermediate report

Vienna, Feb/Mar 2016 (M27)

Bologna, Oct/Nov 2016 (M36) Final report

G. COMMUNICATION BETWEEN PARTNERS AND PROJECT VISIBILITY

Modes of communication have been unanimously agreed upon.

- Coordination meetings, both local and plenary
- 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.
- 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.
- Phone – to be used for emergency, changes in the contact phone number should be passed to the Consortium members
- If needed a video conference can be organized
- 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 by mid-June 2014, and linked with all participating institutions. EDUVET logo was accepted by all.

Contents of the web-page (outline):

- 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.
- 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)).
- 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.
- Outcomes/Reports – Include reports on:
 - Minutes of the Consortium coordination meetings
 - Reports on DEV-WP activities
 - Adopted legal acts
 - Reports on staff exchange mobility
 - Reports on student exchange mobility
 - Reports on dissemination events
 - Reports on inter-project coaching
 - 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.
 - Calls, Ranking list and announcements of events
 - Photo gallery.

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

H. 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

I. AMMENDED BUDGET

Consensually, the budget of the EDUVET Project was minimally changed at the Kick-off meeting: Serbian academic institutions accepted total Co-finance (10%) of the Project and redistributed among themselves total Indirect costs (7%). NewBudgetTable.xls was recalculated accordingly and is accompanying this SOP as it's integral part.

J. 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)

BUDGET HEADINGS

K. FINANCIAL AUDIT

Financial audit by the independent auditor is mandatory at the end of the project period. Any project can be subjected to an **external ex-post audit** by EACEA up to 5 years after the end of eligibility period.

L. STAFF COSTS (max. 40% of the Grant)

1. General conditions:

- Salaries and fees **may not exceed local rates**.
- Staff costs comprise **actual (net) salaries plus social security charges and other statutory costs** corresponding to each institution's usual policy of remuneration.
- **Additional hours** are financed at normal hourly rate.
- Staff costs are **calculated on the basis of task performed**, not on the status of the person.
- Daily calculation on the basis of **7,5 hours per working day**.

2. Maximum amounts (€) per countries involved and per staff category

Country	Staff cat. 1 Manager	Staff cat. 2 Teacher, trainer	Staff cat. 3 Technical	Staff cat.4 Administrative
Serbia	120	100	65	55
Slovenia	240	182	146	92
Austria	449	302	244	194
Italy	454	298	200	174
Hungary	107	86	65	44

3. Supporting documents

a) Mandatory for EACEA:

- **Staff convention (Serbia – Rectorate)**
- **Corresponding time-sheet (max 1 month)**

Both documents should be **signed** by the task performer and by the responsible person in the institution where task performer is employed.

For staff performing duties in more than one category, separate Convention must be signed for each type of activity.

Staff conventions and time-sheets **must be promptly updated**. **Originals** and readable copies to be safely kept at the partner institution up to 5 years after the end of the Project. **Scanned PDFs to be sent to the Coordinator** by the end of the Project, prior to Financial Statement and Final Report.

b) Needed for the sound management of the Project:

- Minutes of local task-forces meetings; Formal institutional decisions pertaining to project goals.
- Contracts and/or salary slips for each staff member benefiting from mobility
- Bank statements

M. TRAVEL COSTS AND COSTS OF STAY, STAFF

1. General conditions:

Only **people under official contract** in the beneficiary institutions may benefit from the mobility grant.

Journeys are eligible **only to Consortium partner institutions**.

Costs may be claimed only for **journeys directly connected to project-related activities**, specific and clearly identifiable.

Beneficiary institutions **should not suspend payment of normal salaries** to their staff during time spent travelling within the framework of the Tempus project.

Travel Costs must be **based on real costs**, independent of the means of travel chosen (rail, bus, taxi, plane, hire car) including all costs and means of travel **from the point of departure to the point of arrival** (and return). Beneficiaries are required to use the **cheapest means** of travel. Calculation of costs for travel by **private car** is calculated either as a rate per km in accordance with the internal rules of the organization concerned up to a **maximum of EUR 0.22 / km**, independent of the number of persons traveling.

Costs of stay are meant to provide each person participating in a mobility program with a **daily allowance to cover costs** for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance etc.

2. The following **maximum** amounts (€) apply per person:

Duration	From and to EU country	Within Serbia
1 day	150	100
2 days	292	190
3 days	434	280
4 days	576	370
5 days	718	460
6 days	860	550
1 week	1.000	640

2 weeks	1.600	1.000
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These references are maximum rates. **The amount actually paid should be in accordance with the sending institution's policy** relative to the destination (cost of living).

3. Supporting documents

a) Mandatory for EACEA:

- **Individual Mobility Report** – fully completed and signed by the person who travelled.

- **Photocopies 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

- **Serbian staff visiting EU for 2 weeks.** Each of the Serbian teachers: 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; 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 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.** Assuming that teachers visiting Serbian faculties are willing to offer their experience to contribute to the reform in specific features of Serbian host institutions, they 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.

N. TRAVEL COSTS AND COSTS OF STAY, STUDENTS

1. General conditions:

Journeys are eligible **only to Consortium partner institutions.**

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. Durations are fixed to 3 months (one semester).

Faculties are obliged **to appoint students for the exchange in a transparent manner**, forming a **ranking tables** 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 30 points)

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

Fair knowledge of German will be required for students travelling to Vienna (Austria).

Serbian faculties will accept the semester abroad and ECTS credits earned under Tempus Project as compatible to their own, as well as all eventual **exams passed** at EU institutions (attending exams at the EU institution is not mandatory).

General provisions for costs of travel and stay are the same as in part F.1 of this document.

2. The following **maximum** amounts (€) per month, apply per person:

Duration	From Serbia to EU country
1 month (30 days)	1.500

These references are maximum rates. **The amount actually paid should be in accordance with the sending institution's policy** relative to the destination (cost of living).

3. Supporting documents

a) *Mandatory for EACEA:*

- **Individual Mobility Report** – fully completed and signed by the person who travelled.
- **Photocopies of:**
 - Travel tickets**
 - Boarding passes**
 - All **invoices and receipts** related to trip
 - 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

- Each of the 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.

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 semester validation until total reimbursement of travel&stay costs.**

O. EQUIPMENT (MAX 30%) FOR PARTNER COUNTRY UNIVERSITIES

1. General conditions:

Only the purchase of **equipment which is directly relevant to the objectives** of the project can be considered as eligible expenditure. For Joint Projects, equipment is intended **exclusively for the Partner Country universities** which are included in the partnership where it must be installed as soon as practically possible. The equipment must be **recorded in the inventory** of the university/ies where it is installed. This university is the sole owner of the equipment.

Although the funds for the equipment purchase will be transferred to beneficiary institutions, the **consolidated tendering procedure shall be executed by the Grantholder** (Univ. of Belgrade).

Within the framework of a Tempus project all equipment purchased and the provision of services in the Partner Countries can be **exempt from taxes** (including VAT), duties and charges, if a Common Framework agreement (Financing agreement in the case of the Partner Countries in the Western Balkans) has been signed between the European Commission and the Partner Country.

All supplies and materials purchased in the framework of the project shall comply with the **Rule of origin** as set out in the basic acts and shall therefore **originate from a Member State of the European Union or from an eligible country** as defined in the following Regulations:

- 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.

2. Supporting documents

- **Invoice(s)** for all purchased equipment (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure).

- When the threshold of EUR 25.000 is exceeded, **documentation on the tendering procedure** and three quotations.
- For equipment of a unit cost on purchase of more than EUR 5.000, **certificate of origin**.

P. PRINTING & PUBLISHING

1. General conditions:

Costs relating to **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. **Not for general photocopying** (goes under Indirect Costs).

2. Supporting documents

All invoices. VAT Exempted

Q. OTHER COSTS

1. General conditions:

Covers costs for:

- a) **dissemination of information** (advertising in the media, promotional materials),
- b) **audits** (obligatory for all the projects),
- 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,
- e) **subcontracting** for specific tasks.

Sub-contracting is possible only in exceptional cases for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves

Staff members of co-beneficiaries are not allowed to operate in a subcontracting capacity for the project.

The travel costs and costs of stay related to subcontracted service providers (subject to prior written authorization by the Executive Agency) have to be declared under the other costs budget heading.

2. Supporting documents

- **Invoices, subcontracts and bank statements.**

- In the case of **travel activities of subcontracted service provider and inter-project coaching:** IMRs, all copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km.

R. INDIRECT COSTS (7% on the total eligible costs calculated at the end of the project)

To cover: stationery, general photocopying, office supplies, postage and telecommunication.
No supporting documentation needed, cannot be co-financed.

S. INELIGIBLE COSTS

**Do not assume that all activities listed in the application are automatically eligible.
Do check first against the Grant Agreement and the conditions laid out in the Guidelines.**

1. List (non-exhaustive)

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- deductible VAT (see also point 10.3 of these Guidelines);
- costs declared by a beneficiary and covered by another action or work program receiving a European Union grant;
- excessive or reckless expenditure;
- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- hospitality costs;
- costs related to the use of materials (computer, laboratory, library, etc.) incurred by universities, institutions, industries or companies when hosting staff;
- registration fees for courses, seminars, symposia, conferences, congresses;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.);
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out on the premises of the project beneficiaries;
- expenses incurred outside the eligibility period;
- contributions in kind.

Costs that are ineligible for Tempus funding, cannot be counted as co-financing contributions.

T. 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.

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