

NGEnvironment

Partner Meeting in Lousada, Portugal

06th- 08th of November 2018

Project Nummer: 2018-1-DE02-KA204-005014

Administration and Finances

Regulations and Using the PROM Tool

NGEnvironment

Foster European Active Citizenship and Sustainability
Through Ecological Thinking by NGOs



Overview

- Part I - General information
- Part II - Financial reporting
- Part III - The Project Management Tool – PROM

PART I - GENERAL INFORMATION

Responsibilities of the beneficiaries

„All beneficiaries

- are jointly and severally responsible for proper **implementation** of the project and for complying with any legal obligation each beneficiary
- informs the coordinator of any **change** with effects on the project
- submits to the coordinator:
 - **data needed for reports** and financial statements
 - documents needed for audits, checks, evaluation
 - any other information to be provided to the NA“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van Capelle / Katarzyna Sena,)

Responsibilities of the coordinator

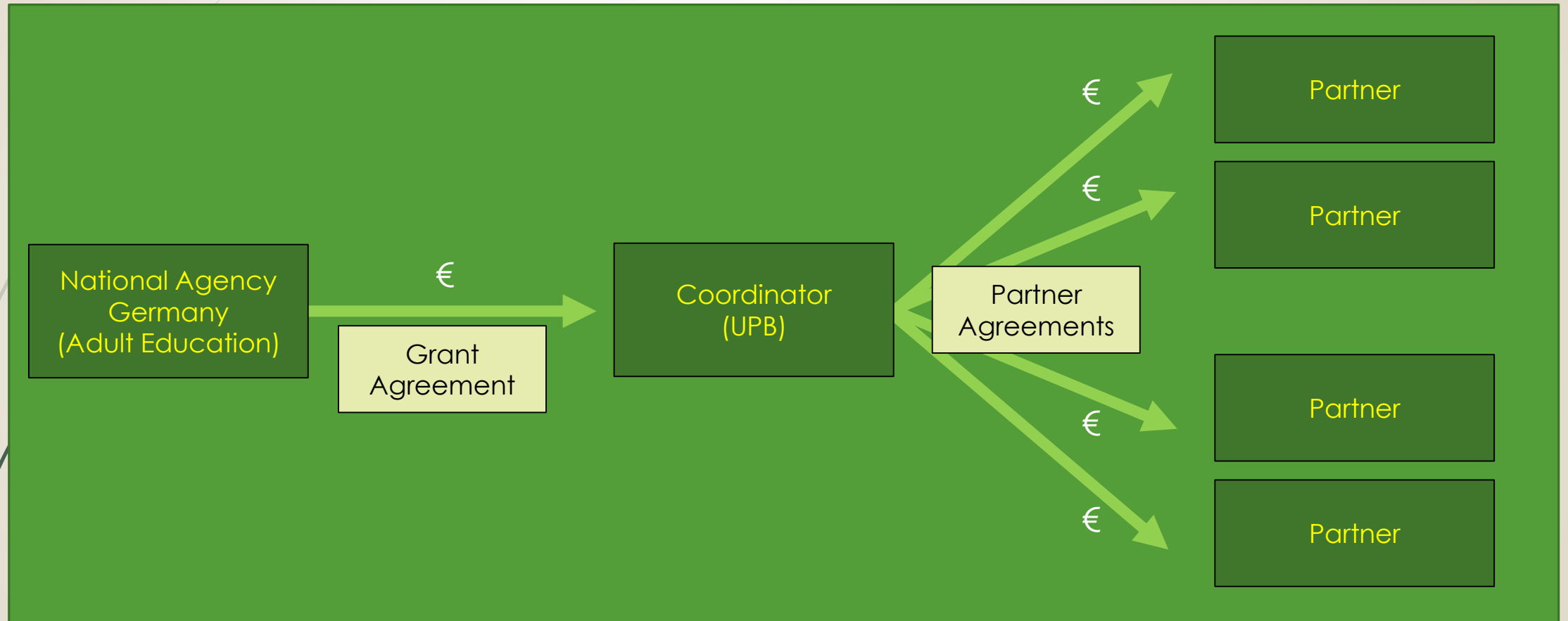
„The coordinators“*

- monitor the **implementation**
- intermediate the **communications** between beneficiaries and NA
- provide NA with **information** related to substantial changes in the project
- establish requests for **payment** / ensures payments to the other beneficiaries
- provides necessary **documents** for checks, audits, evaluations. * Grant agreement, II,1.3“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van Capelle / Katarzyna Sena,)

Scheme of the money-transfer

6



Cost types

1. Unit costs

- Intellectual Outputs
- Project Management and Implementation
- Transnational Project Meetings
- Multiplier Events
- Learning, Teaching and Training Activities



***All relevant in
NGEnvironment***

2. Actual Costs

- Exceptional Costs



***Not relevant in
NGEnvironment***

Unit costs

What are unit costs?

Unit costs...

- occur within the period of eligibility
- are necessary to realise and implement the project
- have to be reported → **Financial documentation**
- Could be identified and verified by financial documentation

Project Management and Implementation

- Coordinator → **€500** per month
- Partners → **€250** per month

Budget overview of the NGEnvironment project

Budget Items	Total Grant
Project Management and Implementation	81.000,00
Transnational Project Meetings	52.000,00
Intellectual Outputs	152.620,00
Multiplier Events	30.000,00
Learning/Teaching/Training Activities	17.870,00
Total Granted	333.490,00

The management and implementation budget is granted as a monthly
lump sum!

Project Management and Implementation

11

Could be used for...

- general project management tasks / coordination
- communication / planning / calculation purposes
- project and Intellectual Output implementation purposes
- dissemination and evaluation

Could be identified and verified through...

- produced dissemination material / products
- explanation and description in the progress and the final report
- ➔ **Development of a dissemination list**

Intellectual Outputs (1)

Intellectual Outputs...

- ▶ will be developed by staff members in specific staff categories
- ▶ produces staff costs that could be characterised by 4 different staff categories:

1. *Manager*
2. ***Teacher/Trainer/Researcher***
3. ***Technician***
4. *Administrative staff*

→ **2. and 3. are
relevant in
NGEnvironment**

are calculated on unit costs per day

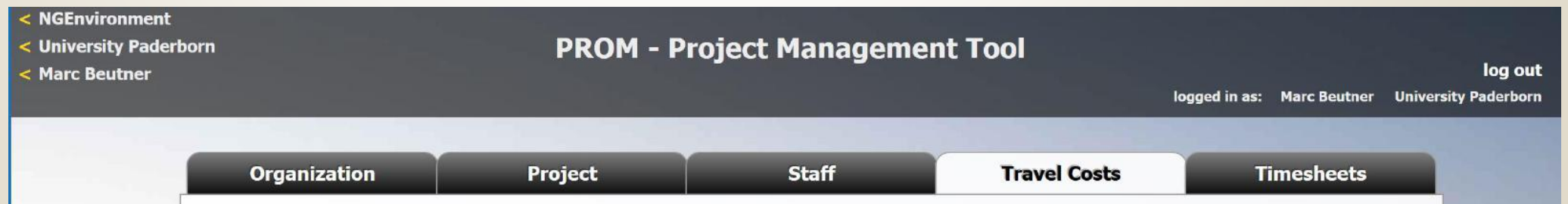
Intellectual Outputs (2)

You provide evidence about the working days with your time sheets! –

Use the PROM TOOL!

<http://prom.eduproject.eu/>

Please make sure that you do not claim more or less days than granted!



Intellectual Outputs (3)

14

Documentation of staff costs

1. **Timesheets**
2. Payslips
3. Staff employment contracts

Additional documentation (in your own project folder)

1. Invoices (for example: boarding passes, accommodation invoice etc.)
2. Proof of payment
3. Receipts for costs incurred (for example: printing costs for dissemination material, hosting partner meeting etc.)

Travel costs (1)

Transnational Project Meetings costs...

- are calculated on a unit cost basis according to the **distance** of travel per meeting
 - Online distance calculator
http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
- are based on the place of **origin** and the place of the meeting **venue**
- needs to have a **direct link to project meetings**

Travel costs (2)

Transnational Project Meetings costs...

575,00 € per person distance 100-1999km

760,00 € per person distance $\geq 2000\text{km}$

Make sure that you have the correct number of participants.

Travel costs (3)

Documentation

1. Certificate/declaration of attendance

The hosting institution has to provide the participants with a certificate/declaration of attendance signed by the hosting organisation

→ ***Template will be available on the project website***

→ ***Please provide us with a scanned version***

2. Travel cost invoices (in your own folder)

- Flight invoices, boarding passes
- accommodation invoices
- Taxi, train, car hire and/or bus receipts
- Mileage costs at a maximum rate of 0.22 cent per km



PART II - FINANCIAL REPORTING

Financial Reporting (1)

19

Important reporting deadlines

- All financial documents and all other supporting documents need to be submitted to UPB.
- **First entry into PROM after three month**
- If everything is fine we can fill in every 6 months.
- If there occurs a problem in this first test we will stick to fill in every four months
- All data are needed for the progress report, the interim report and the final report

Financial Reporting (2)

20

After the meeting the NGENviroment a checklist will provide...

- an **explanation** of every needed document.
- an overview **when** you have to send a specific document (every three month/at the beginning of the year/only once).
- information in which **format** a document is needed (scan/original/file/etc.).
- information of **how to sign** a document (staff member/legal representative/etc.)

Financial Reporting (3)

Please...

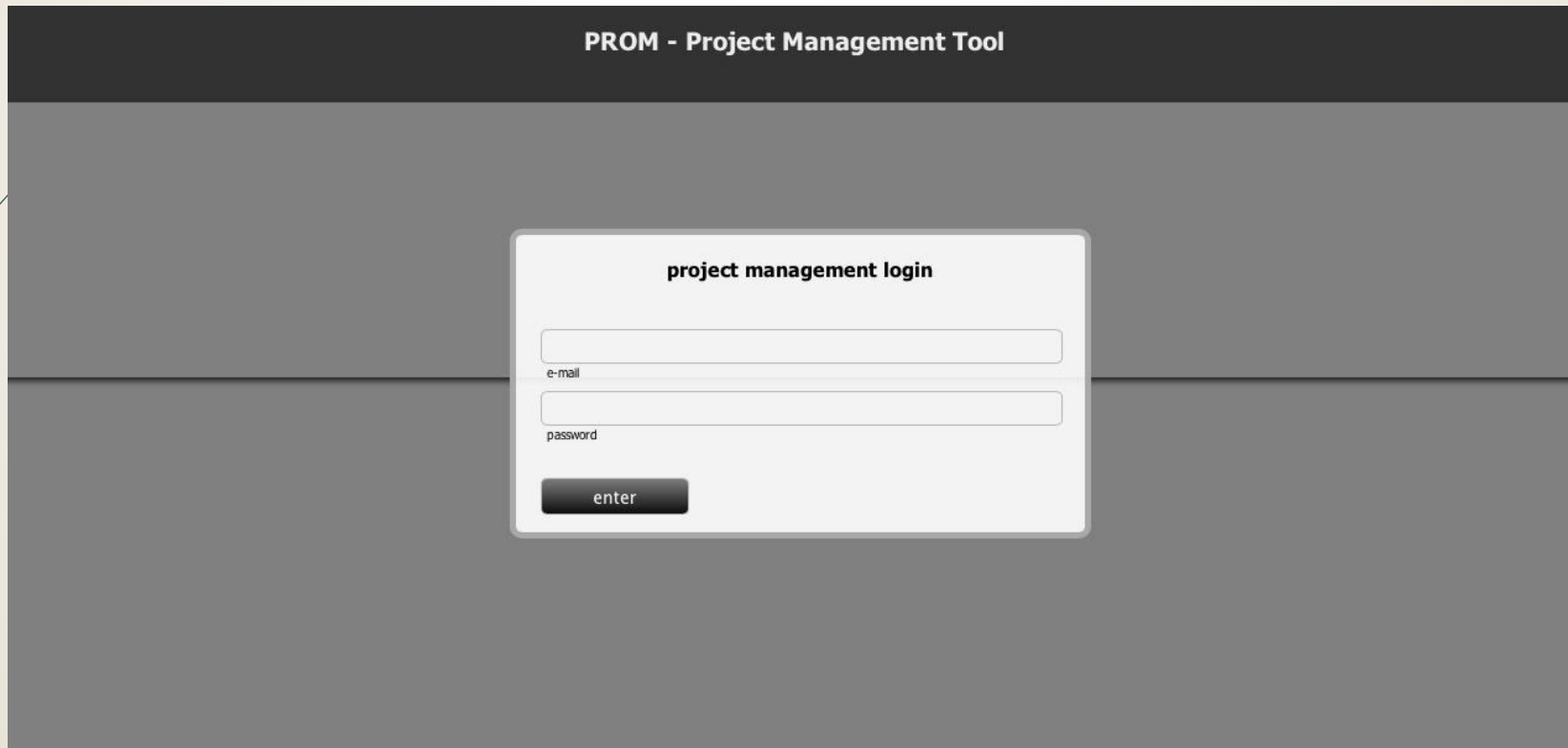
- provide all financial and supporting documents every 4 months (first year) and every 3 months (second year).
- use the PROM Tool to create your financial documentation.
- ***stick on the working days per Intellectual Output and staff category.***
- create one timesheet per month.
- ensure that you only report one staff category per month.
- don't report Saturdays, Sundays, holidays and sick days.
- sign timesheets for **every month even if you didn't work in this month.**
- send all documents of a reporting period in one package via e-mail and the originals via post.



PART III – THE PROJECT MANAGEMENT TOOL - PROM

PROM - Project Management Tool

The Login Area - <http://eduproject.eu/prom/login.php>



PROM - Project Management Tool

project management login

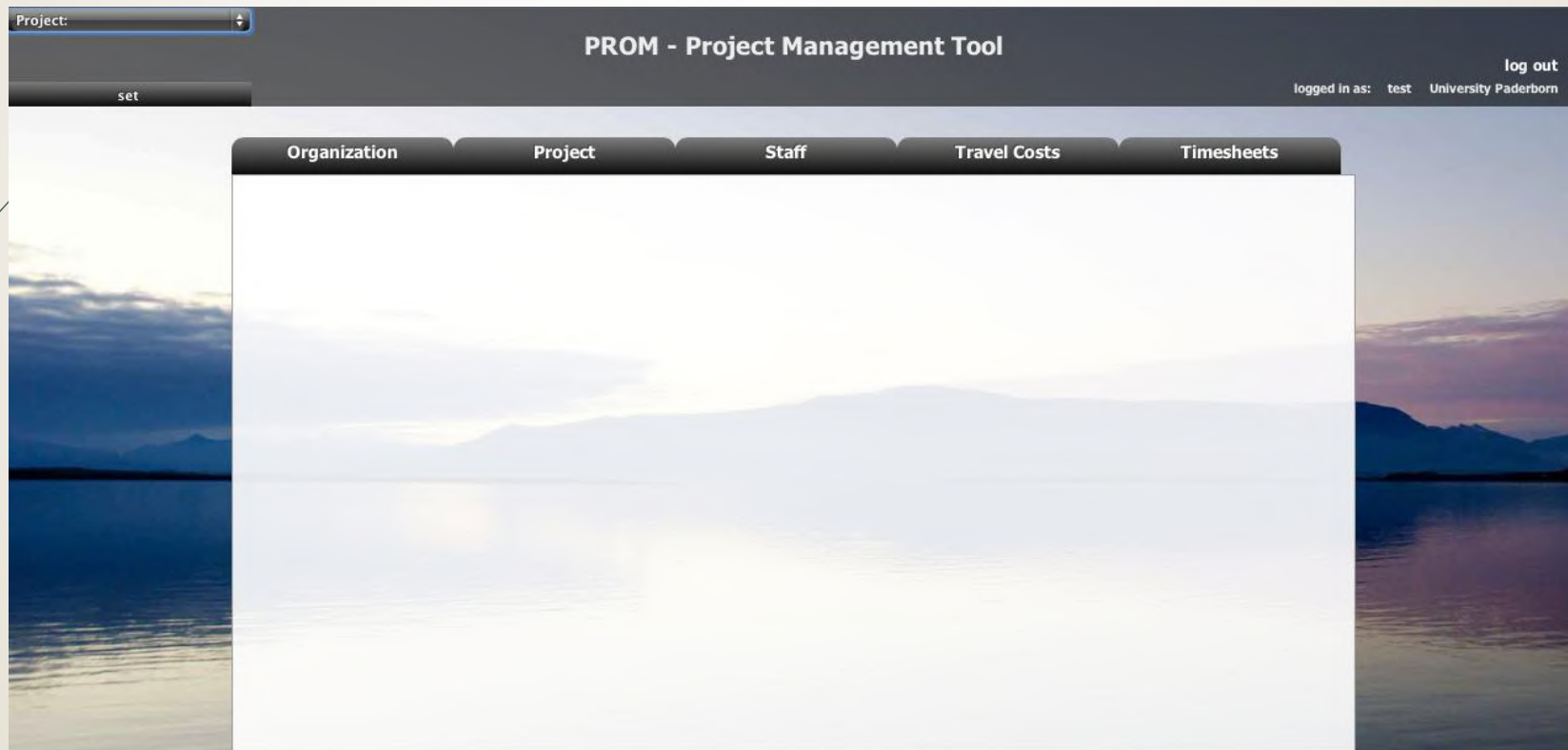
e-mail

password

enter

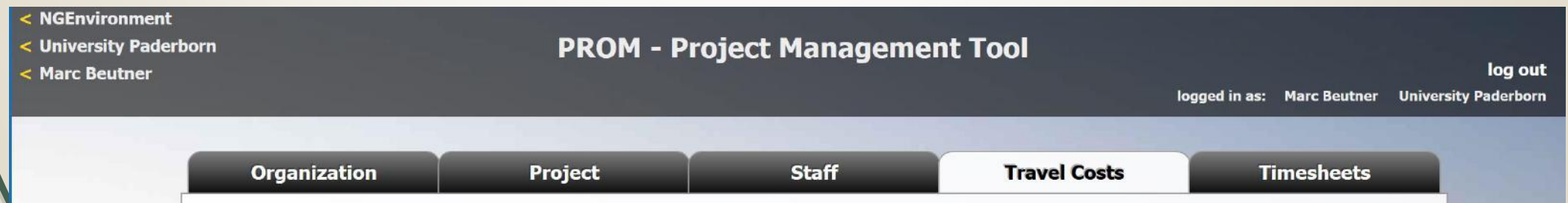
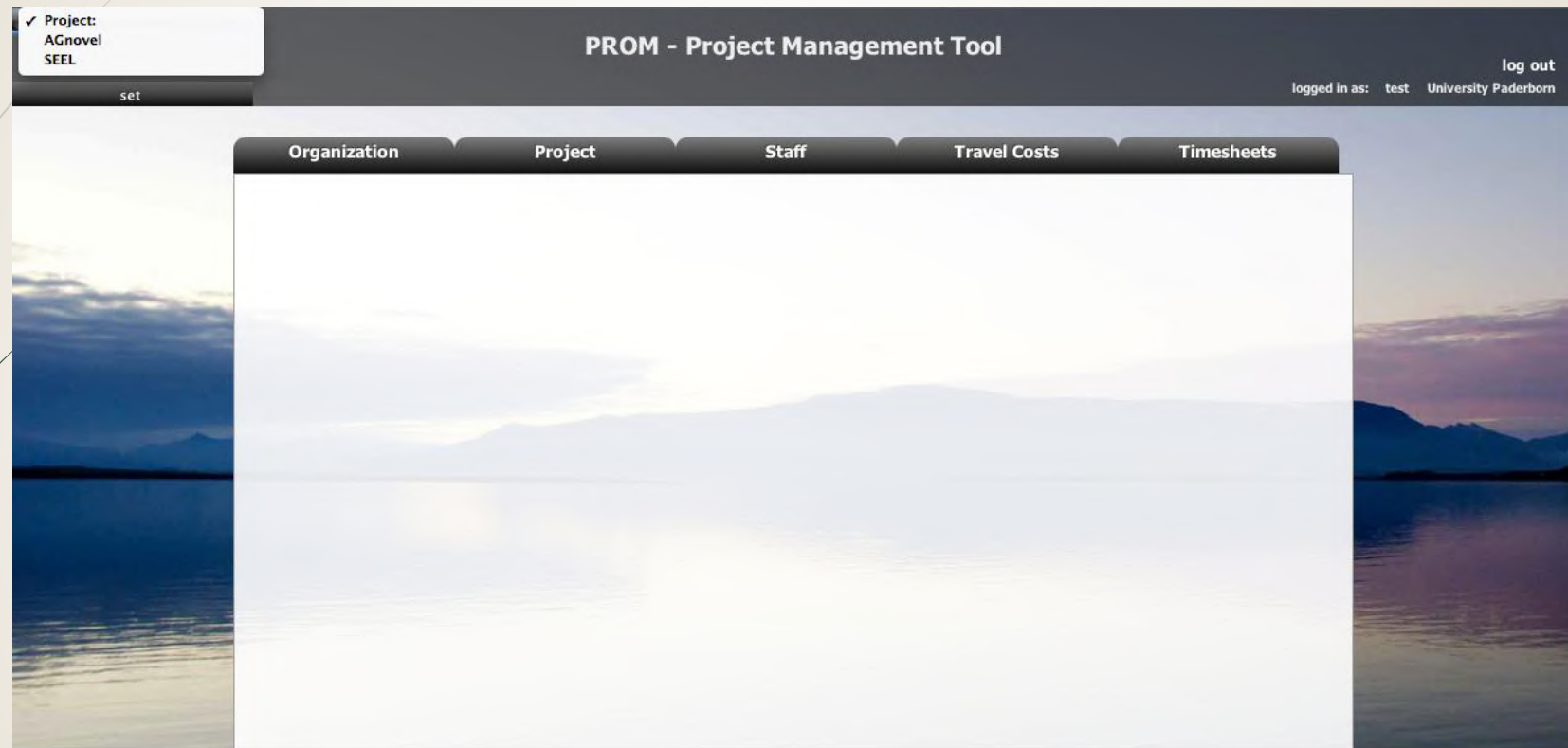
PROM - Project Management Tool

The PROM Start Page (1)



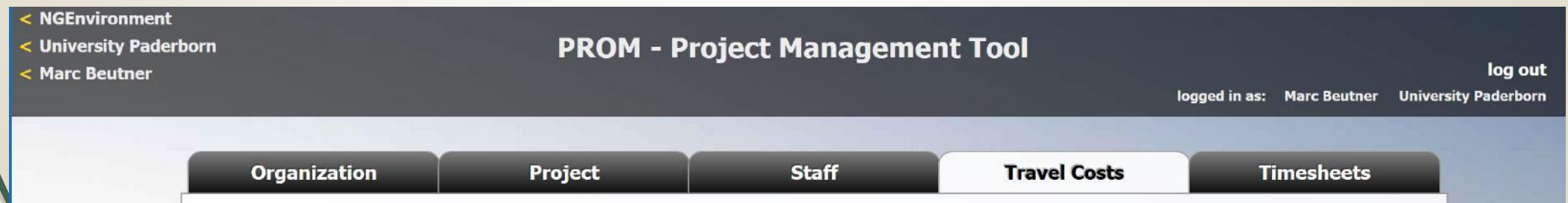
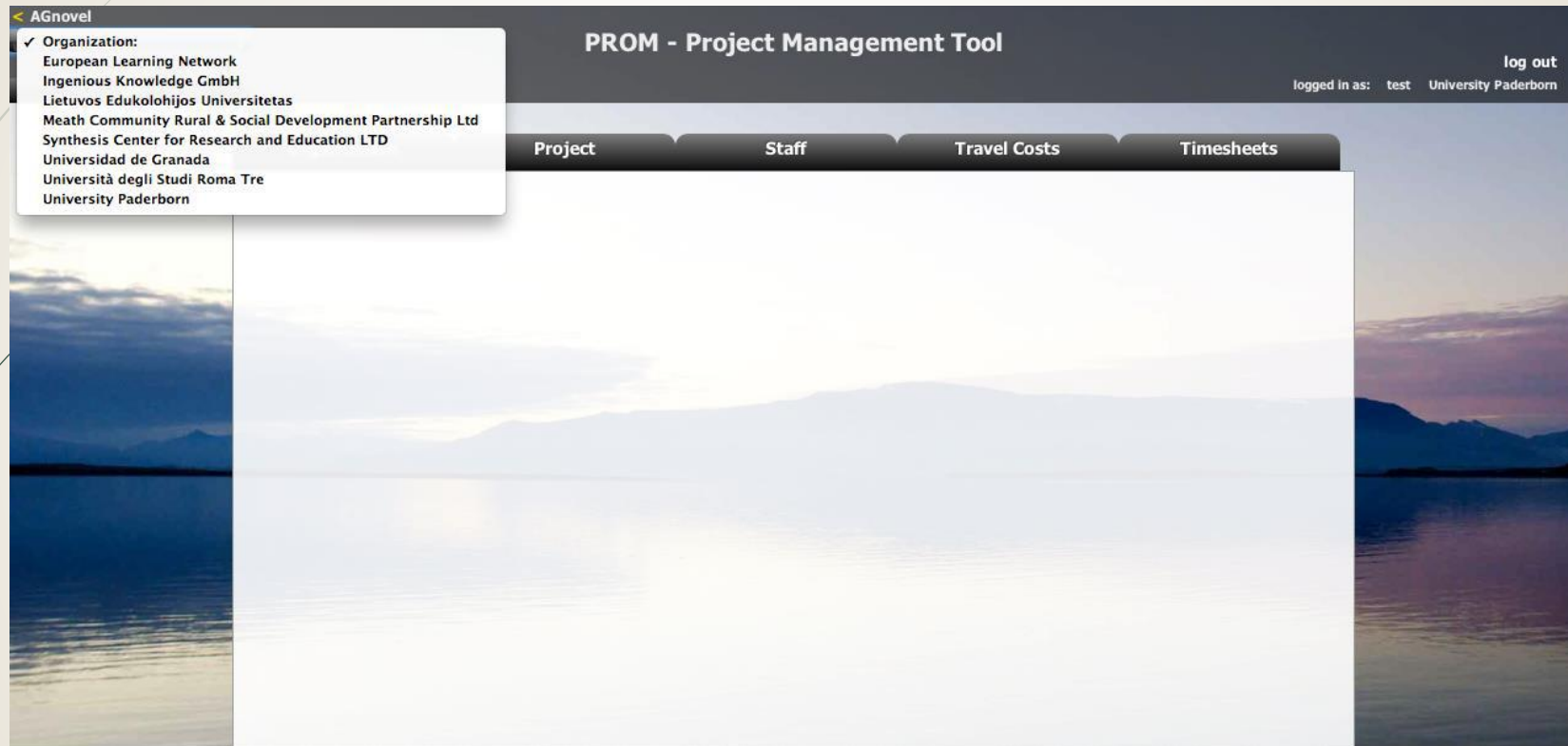
PROM - Project Management Tool

The PROM Start Page (2) – Set the project



PROM - Project Management Tool

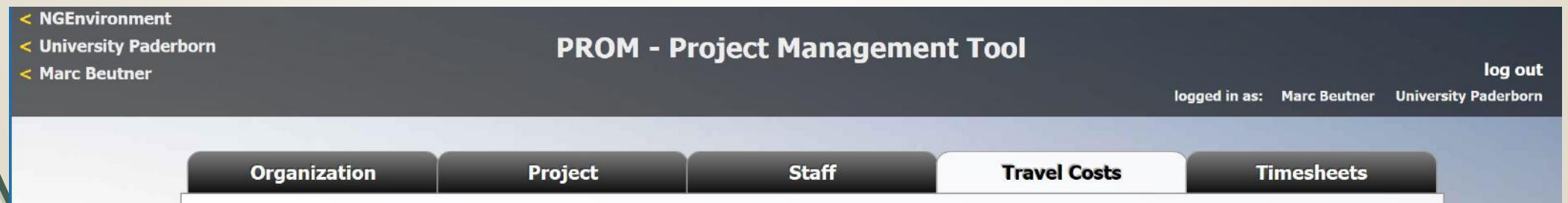
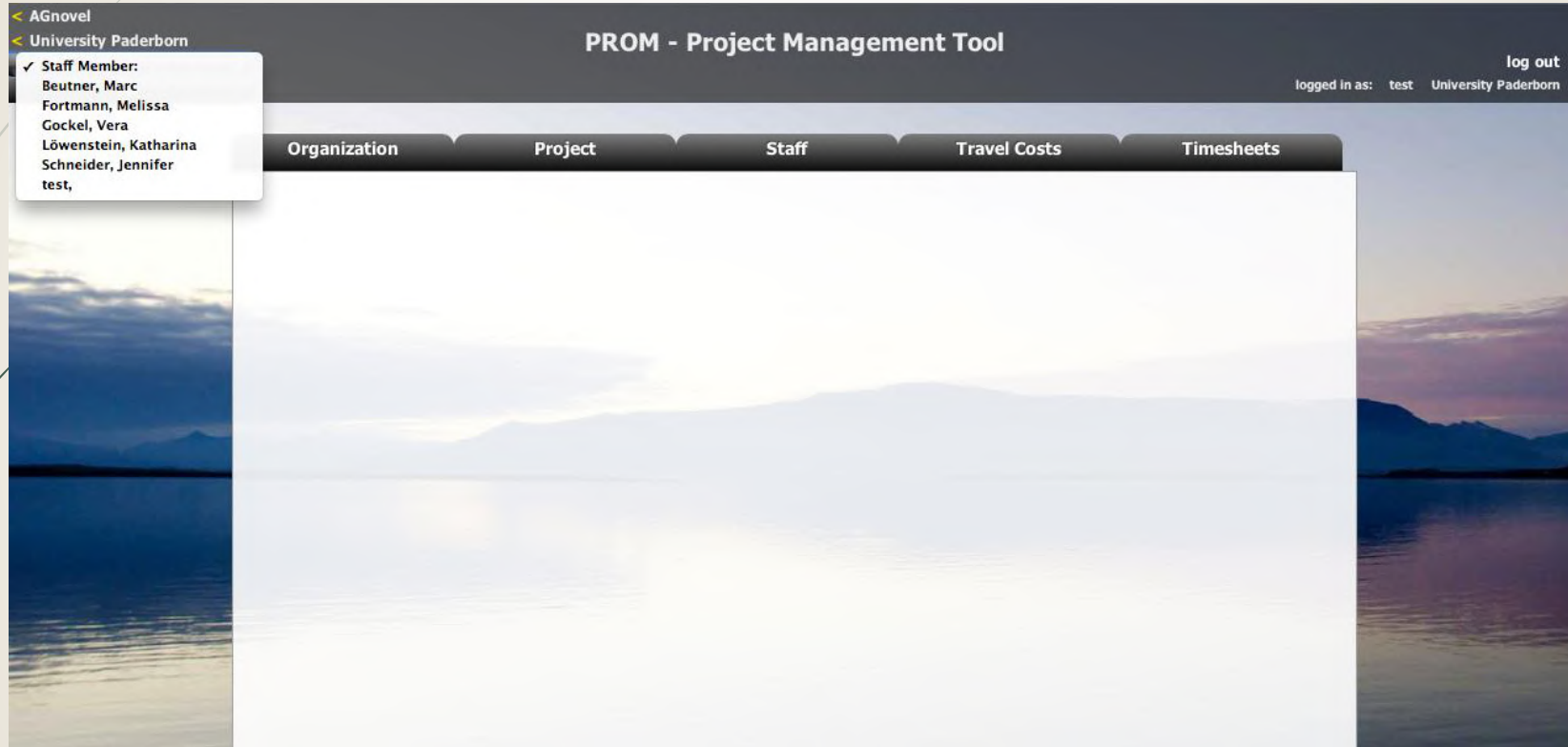
The PROM Start Page (3) – Set the organization



PROM - Project Management Tool

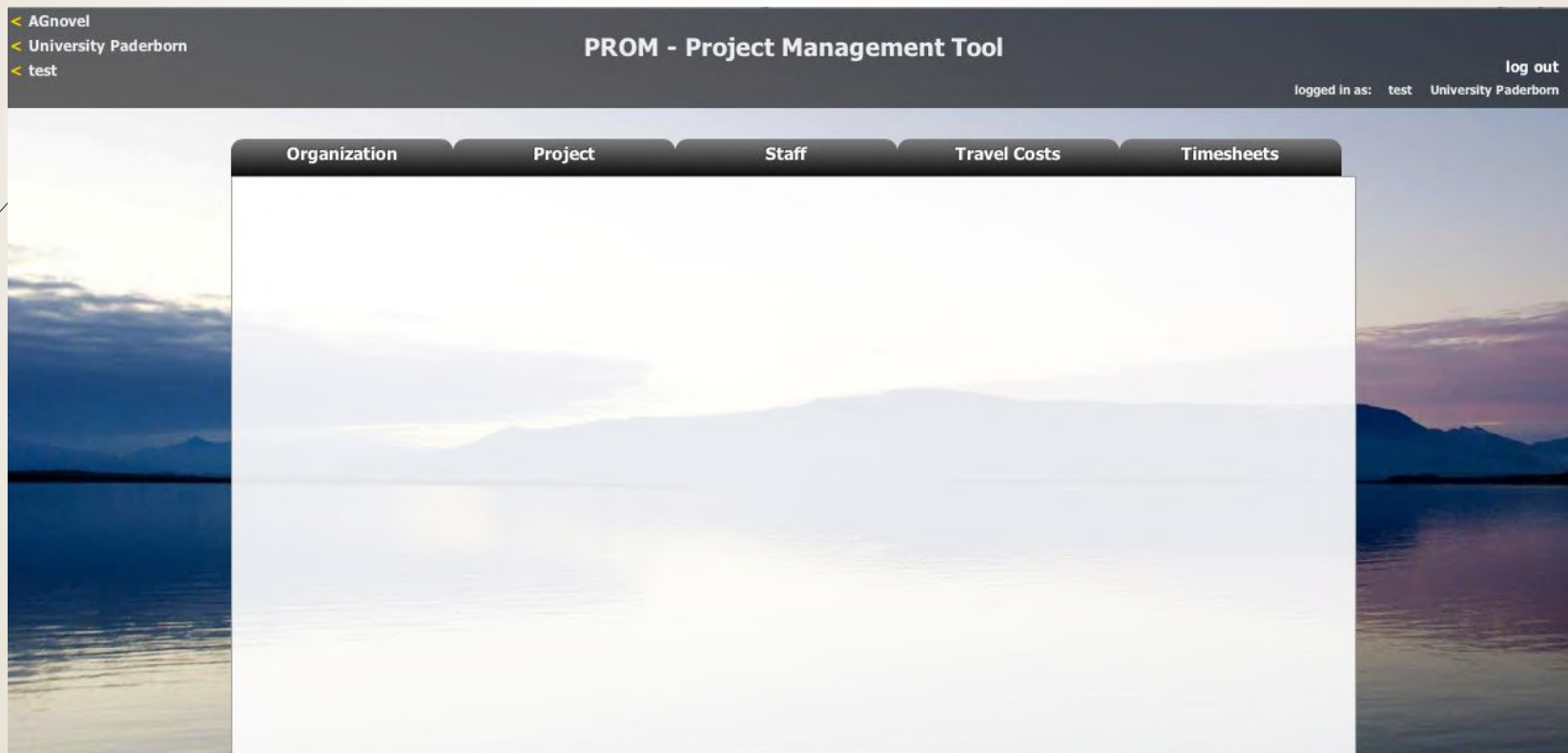
27

The PROM Start Page (4) – Set the staff member



PROM - Project Management Tool

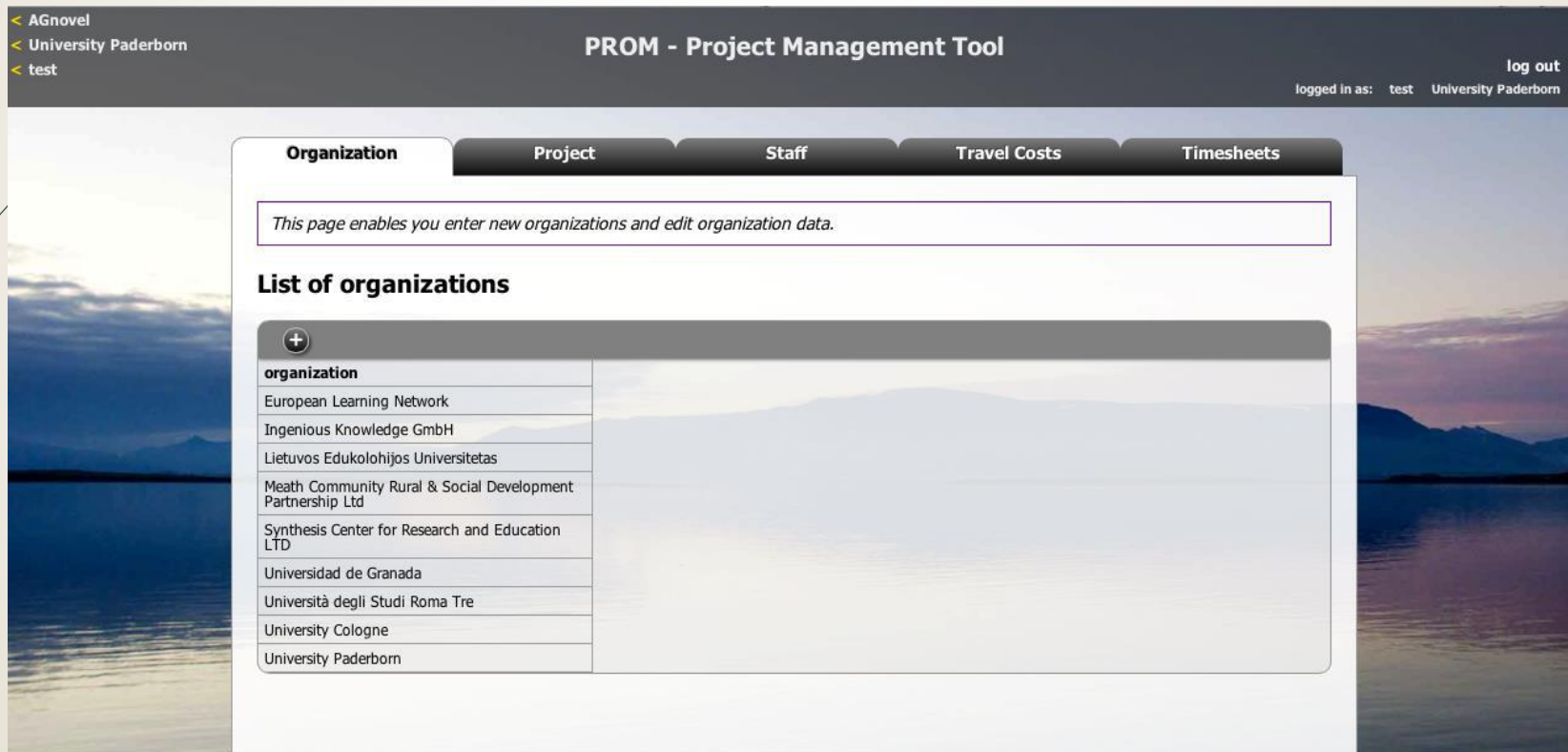
The PROM Start Page (5) – Start



PROM - Project Management Tool

29

The PROM Tool – List of organizations



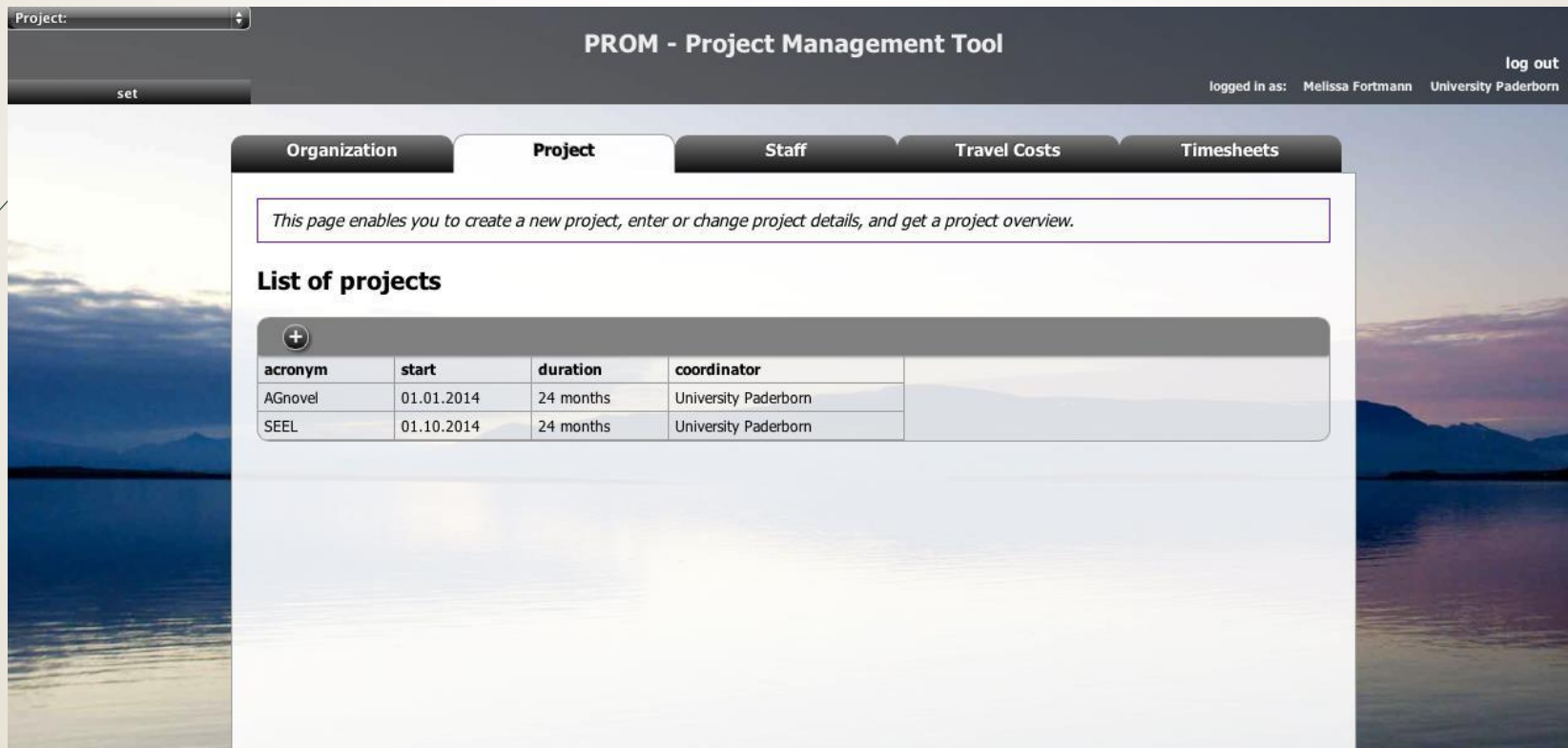
The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes links for '< AGnovel', '< University Paderborn', and '< test' on the left, the title 'PROM - Project Management Tool' in the center, and a 'log out' link on the right. Below the navigation bar, a secondary bar contains tabs for 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Organization' tab is active, showing a message: 'This page enables you enter new organizations and edit organization data.' Below this message is the section 'List of organizations', which features a table with a list of organizations. The table has a header row with a plus icon and the word 'organization'. The list includes: European Learning Network, Ingenious Knowledge GmbH, Lietuvos Edukolojijos Universitetas, Meath Community Rural & Social Development Partnership Ltd, Synthesis Center for Research and Education LTD, Universidad de Granada, Università degli Studi Roma Tre, University Cologne, and University Paderborn.

organization
European Learning Network
Ingenious Knowledge GmbH
Lietuvos Edukolojijos Universitetas
Meath Community Rural & Social Development Partnership Ltd
Synthesis Center for Research and Education LTD
Universidad de Granada
Università degli Studi Roma Tre
University Cologne
University Paderborn

PROM - Project Management Tool

30

The PROM Tool – List of projects



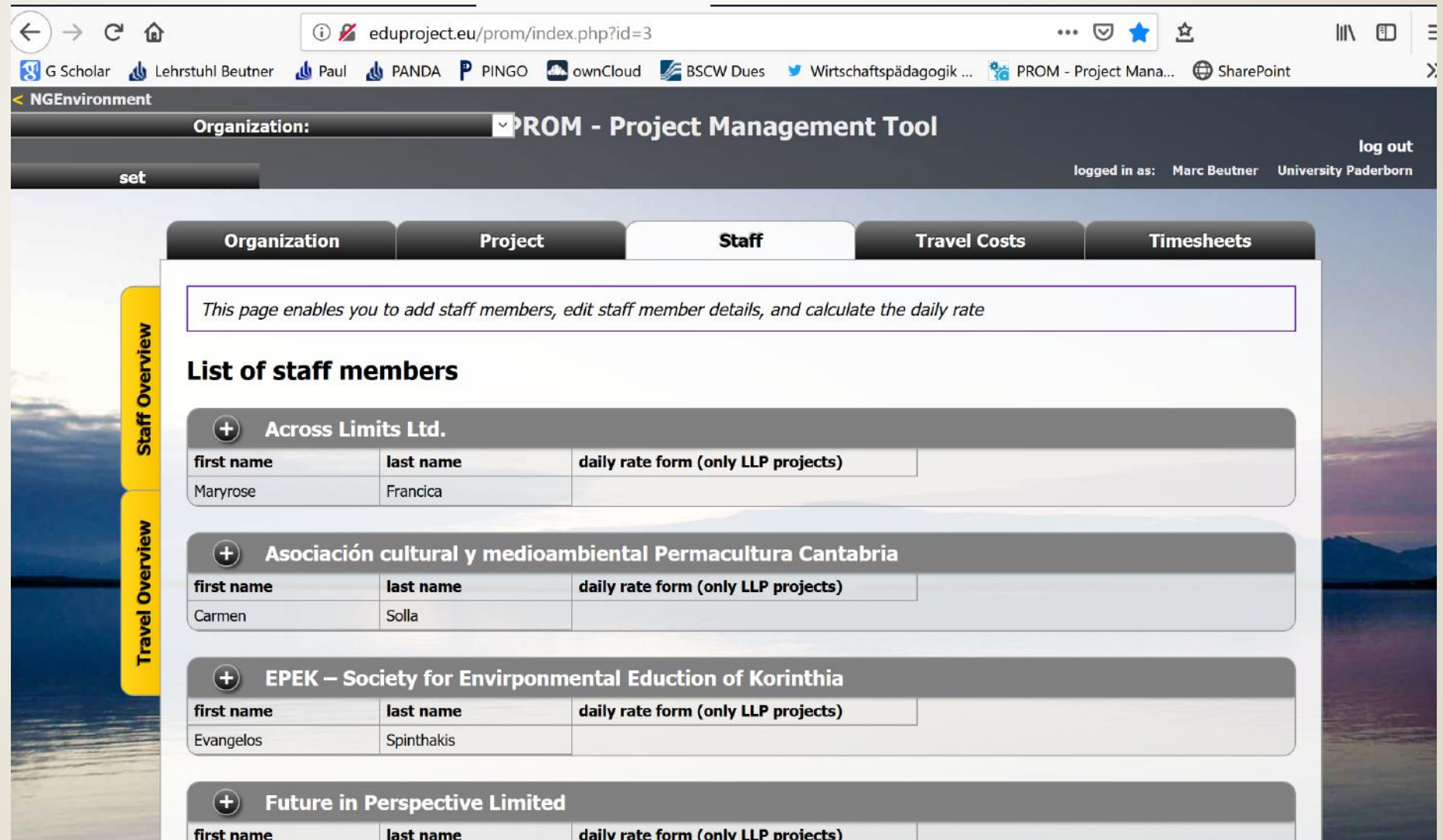
The screenshot displays the PROM - Project Management Tool interface. At the top, there is a header bar with the title "PROM - Project Management Tool" and a "log out" link. Below the header, there is a navigation bar with tabs for "Organization", "Project", "Staff", "Travel Costs", and "Timesheets". The "Project" tab is currently selected. Below the navigation bar, there is a message box that reads: "This page enables you to create a new project, enter or change project details, and get a project overview." Below this message, there is a section titled "List of projects" which contains a table with the following data:

acronym	start	duration	coordinator
AGnovel	01.01.2014	24 months	University Paderborn
SEEL	01.10.2014	24 months	University Paderborn

PROM - Project Management Tool

31

The PROM Tool – List of staff members



The screenshot shows the PROM - Project Management Tool interface. The browser address bar displays `eduproject.eu/prom/index.php?id=3`. The page header includes navigation links for G Scholar, Lehrstuhl Beutner, Paul, PANDA, PINGO, ownCloud, BSCW Dues, Wirtschaftspädagogik, and PROM - Project Mana... (highlighted). The main header shows the organization as "PROM - Project Management Tool" and the user as "logged in as: Marc Beutner University Paderborn" with a "log out" link. The left sidebar contains "Staff Overview" and "Travel Overview" tabs. The main content area has tabs for "Organization", "Project", "Staff" (selected), "Travel Costs", and "Timesheets". A message box states: "This page enables you to add staff members, edit staff member details, and calculate the daily rate". Below this is the "List of staff members" section, which displays a list of organizations and their staff members.

Across Limits Ltd.		
first name	last name	daily rate form (only LLP projects)
Maryrose	Francica	

Asociación cultural y medioambiental Permacultura Cantabria		
first name	last name	daily rate form (only LLP projects)
Carmen	Solla	

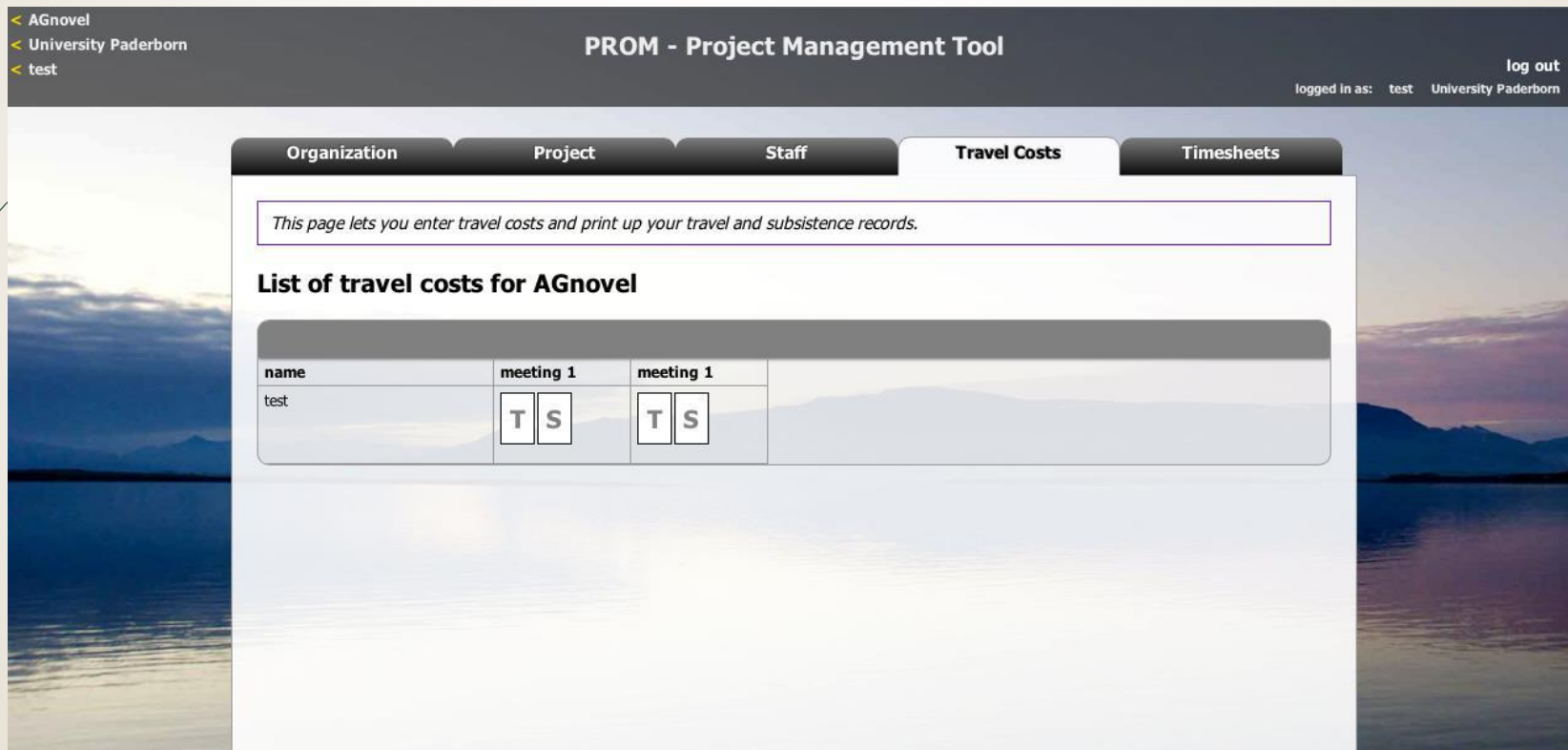
EPEK – Society for Envirnonmental Eduction of Korinthia		
first name	last name	daily rate form (only LLP projects)
Evangelos	Spinthakis	

Future in Perspective Limited		
first name	last name	daily rate form (only LLP projects)

PROM - Project Management Tool

32

The PROM Tool – Travel costs (1)



The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes links for AGnovel, University Paderborn, and test, along with a log out button. The main content area features a tabbed interface with Organization, Project, Staff, Travel Costs, and Timesheets. The Travel Costs tab is active, showing a message: "This page lets you enter travel costs and print up your travel and subsistence records." Below this, a section titled "List of travel costs for AGnovel" contains a table with the following data:

name	meeting 1	meeting 1
test	T S	T S

PROM - Project Management Tool

33

The PROM Tool – Travel costs (2) – Travel record I

The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes links for '< AGnovel', '< University Paderborn', and '< test'. The main title 'PROM - Project Management Tool' is centered, and a 'log out' link is on the right. Below the navigation bar, there are tabs for 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Travel Costs' tab is selected. A message box states: 'This page lets you enter travel costs and print up your travel and subsistence records.' Below this, the section 'List of travel costs for AGnovel' contains a table with the following data:

name	meeting 1	meeting 1
test	<div>T</div> <div>S</div>	<div>T</div> <div>S</div>

The 'T' button in the first row, second column is highlighted with a red border.

PROM - Project Management Tool

34

The PROM Tool – Travel costs (3) – Travel record II – Example from another project

SAVE

PRINT



CANCEL

Travel Costs Record

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test



Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		€ 0.00

Staff Signature

Date

Authorised Signature

Date

PROM - Project Management Tool

35

The PROM Tool – Travel costs (4) – Subsistence costs I

The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes links for '< AGnovel', '< University Paderborn', and '< test', along with a 'log out' button. The main content area features a tabbed interface with 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Travel Costs' tab is active, showing a message: 'This page lets you enter travel costs and print up your travel and subsistence records.' Below this, a section titled 'List of travel costs for AGnovel' contains a table. The table has columns for 'name', 'meeting 1', and 'meeting 1'. The first row shows 'test' in the 'name' column, and 'T' and 'S' in the 'meeting 1' columns. The 'S' in the first 'meeting 1' column is highlighted with a red box.

name	meeting 1	meeting 1
test	T S	T S

PROM - Project Management Tool

36

The PROM Tool – Travel costs (5) – Subsistence costs II

SAVE

PRINT



CANCEL

Basis Subsistence Claim Form

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test



Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		€ 0.00

Staff Signature

Date

Authorised Signature

Date

PROM - Project Management Tool

37

The PROM Tool – Timesheets (1) – Select the month

< AGnovel
< University Paderborn
< test


PROM - Project Management Tool

logged in as: test University Paderborn [log out](#)


Organization Project Staff Travel Costs Timesheets

test Sunday, November 16th 2014

timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00



AGnovel



Lifelong Learning Programme

AGnovel Project Timesheet

Staff Name: test

Staff Category: 2

Partner: University Paderborn

Month: 01 **Year:** 2014

Components		Hours per day																																		
WP #	Actions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total hours	Rate/day	Amount	
Total:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	€ 0.00

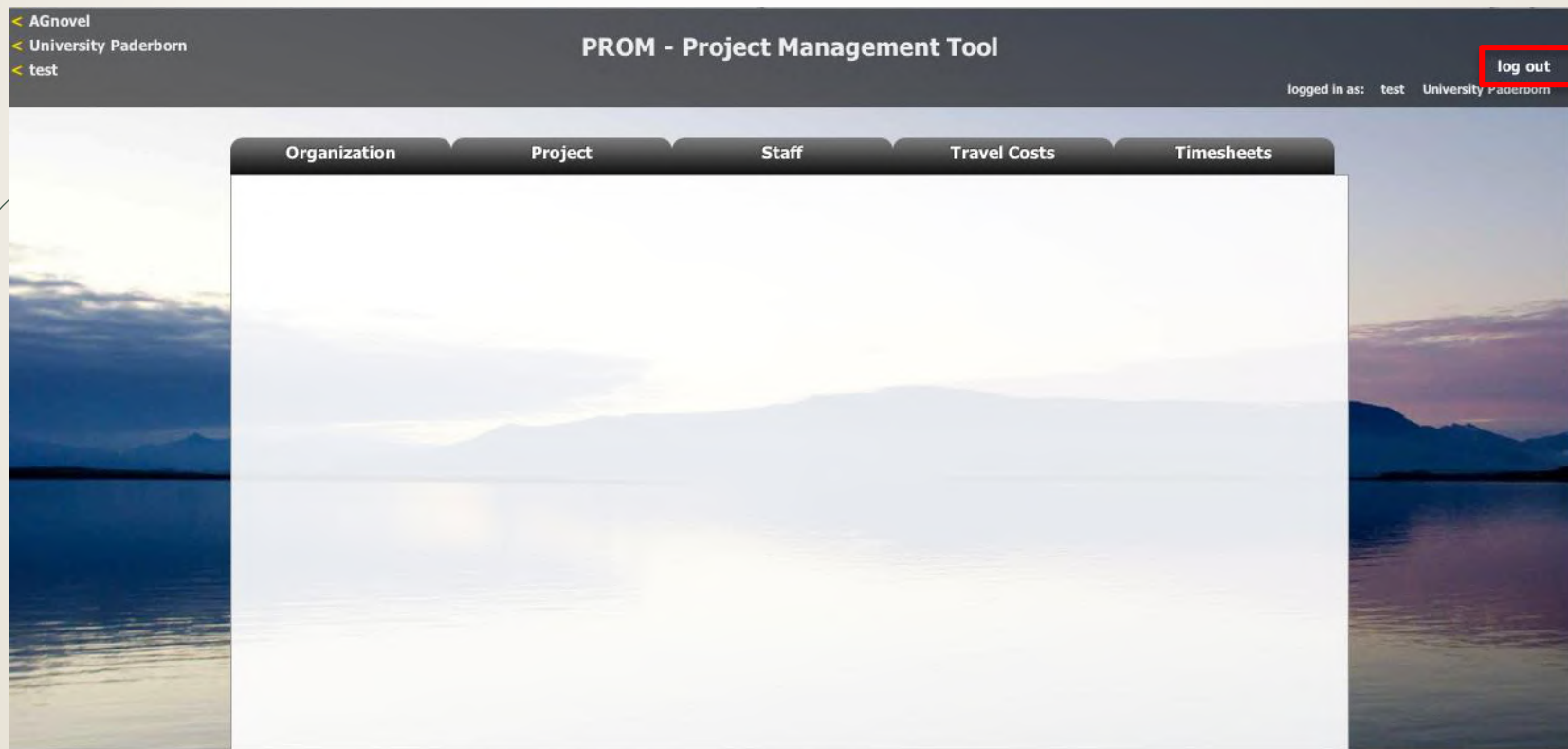
[illegible]

[illegible]

PROM - Project Management Tool

41

The PROM Tool – Log out



Contact

Universität Paderborn
Department Wirtschaftspädagogik
Lehrstuhl Wirtschaftspädagogik II
Warburger Str. 100
33098 Paderborn

<http://www.upb.de/wipaed>
<http://ngenvironment.eduproject.eu>

Prof. Dr. Marc Beutner

Tel: +49 (0) 52 51 / 60 - 23 67
Fax: +49 (0) 52 51 / 60 - 35 63
E-Mail: marc.beutner@uni-paderborn.de

