



# ECOSHAZ

## Economics of Prevention Measures Addressing Coastal Hazards

### 1<sup>st</sup> Coordination Meeting

Thessaloniki, 17 February 2015

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# ECOSHAZ

- Administrative Issues
- Financial Issues
- Technical Issues

*according to*

- a) Guidelines given at the Kick - Off meeting, Brussels, January 19<sup>th</sup> 2015
- b) Grant Agreement
- c) Partnership Agreements (deadline for submission to the EU: **31/3/2015**)



## Administrative Issues

### Role and Obligations of the Coordinator

- Single point of contact for the Commission
- Recipient of the EC financial contribution on behalf of the partnership
- Distributor of the EC financial contribution to the project partners (60% and 40%)



## Administrative Issues

### Common Obligations of Coordinator and the Beneficiaries

- Record all costs in the accounting records of each partner and according to the usual accounting practices.
- Keep all appropriate supporting documents for expenditure for 5 years after final payment
- The partners cannot act as subcontractors or suppliers to each other



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## Administrative Issues

### Common Obligations of Coordinator and Beneficiaries

- Deliver to the Coordinator copies of all expenses supporting documents
- Keep Time Sheets for involved staff  
*There is a proposed format*
- All invoices should have a clear reference to the project, i.e. No of Grant Agreement + Acronym



## Administrative Issues

### Common Obligations of Coordinating Beneficiary and Partners

- Ownership of project results are vested in the beneficiaries.

The EU has the right to use the project results for its own purposes, dissemination, translation, etc.

Copyright information will be included in any reference: “© - year - name of the copyright owner”



## Financial Issues

### Eligible Costs

only costs that:

- were foreseen in the budget
- are directly linked and necessary for carrying out the project
- are reasonable

ECOSHAZ project involves 4 budget categories:

1. Staff
2. Travel
3. Sub-contracting
4. Overheads (7%) of eligible costs



## Financial Issues

### Ineligible Costs

- According to the Grant Agreement, VAT is not eligible for the following partners:
  - UPO
  - USC
  - CUTGANA
- The exchange rate losses
- Excessive or reckless expenditure





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## Financial Issues

### Personnel Costs

- Employees costs – salary slips
- Contractual personnel – invoices

*The natural person works under the instruction of the beneficiary and at the premises of the beneficiary; the result of his work belongs to the beneficiary; the costs for his payment are not significantly different from the cost for staff under employment contract*

- Calculated based on actual gross salary
- Calculated based on actual working time

*Report actual working time on Time Sheets*

- In case of personnel changes, new CVs should be provided!



## Financial Issues

### Travel Costs

- Should normally be related to persons included in the personnel costs.
- External experts travel costs should be part of their service contract.
- Always keep documentation for the justification of the travel.



## Financial Issues

### Subcontracting Costs

- Award of sub-contracts by public beneficiaries must comply with public tendering rules.
- Award of sub-contracts by private beneficiaries must ensure best value for money. Keep track of the procedure.
- Clear reference to the project on the invoices.



## Financial Issues

### Overheads

- Typical overheads: telephone, mailing, rent, heating, electricity, office equipment, stationery, secretarial costs, etc.
- Up to 7% of the total amount of eligible direct costs.



## Financial Issues

### Official Budget Modification

- When we transfer amounts more than 30.000 Euro
- The basis for the calculation is the Budget Line where the amounts are added
- The reallocations concern the total budget of the project and not the individual budgets of the partners

Any amendment to the Grant Agreement should be requested **at the latest** 1 month before the end of the project !



## Financial Issues

### Budget Overview

Budget Line	Amount
Personnel	369.940,00
Travel	66.377,00
Sub-contracting	101.200,00
Overheads	37.626,00
Total	<b>575.143,00</b>
EU grant (75%)	<b>431.357,00</b>

Budget Line	Amount
Task A	119.211,00
Task B	98.959,00
Task C	133.830,00
Task D	110.424,00
Task E	112.719,00
Total	<b>575.143,00</b>



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## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
A	<b>Management and Reporting to the EC</b>  <i>Responsible: Lead Partner</i>	1/1/2015	31/12/2016	<b>A1.</b> Organizational set-up <b>A2.</b> Development of the project monitoring and evaluation system <b>A3.</b> On going project management <b>A4.</b> Quality management and assurance	<ul style="list-style-type: none"> <li>• Project Work Plan</li> <li>• Project's organizational structure</li> <li>• Project Monitoring and Evaluation System</li> <li>• 2 Progress reports (10/2015, 6/2016)</li> <li>• Final report to the EC (2/2017)</li> <li>• 6 Coordination meetings</li> <li>• Quality Handbook</li> <li>• Interim and Final Quality report</li> </ul>
B	<b>Building the stakeholders' capacity</b>  <i>Responsible: AB1 and AB5</i>	1/2/2015	31/7/2015	<b>B1.</b> Development of peer to peer Network <b>B2.</b> Collection of background information <b>B3.</b> Assessment of stakeholders' views and needs	<ul style="list-style-type: none"> <li>• Information Exchange Network – List of members</li> <li>• Consultation Plan</li> <li>• Stakeholders' Questionnaire for the assessment process</li> <li>• Report on Stakeholders' views and needs</li> </ul>



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## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
C	<p>Development of ECOSHAZ Knowledge Infrastructure and Tools</p> <p><i>Responsible: AB2, AB4 &amp; CO</i></p>	1/8/2015	31/5/2016	<p>C.1 Development of common characterization framework for Coastal Risk Management CBA and MCA features</p> <p>C.2 Setting up the Knowledge Toolkit</p> <p>C.3 Creation and Publication of Guidelines</p>	<ul style="list-style-type: none"> <li>• Common characterization framework</li> <li>• ECOSHAZ Knowledge Toolkit</li> <li>• Guidelines on the implementation of Cost Benefit Analysis of coastal risk management prevention measures against natural hazards</li> <li>• Guidelines on the implementation of Cost Benefit Analysis of coastal risk management prevention measures against oil spill hazards</li> </ul>
D	<p>Implementation of Pilot Activities</p> <p><i>Responsible: AB1 in cooperation with AB2 and AB4</i></p>	1/5/2016	30/11/2016	<p>D1: Training of stakeholders</p> <p>D2: ECOSHAZ Exercise Test</p> <p>D3: Operation of FLOOD CBA Helpline</p>	<ul style="list-style-type: none"> <li>• Training material</li> <li>• 6 Training seminars</li> <li>• On line questionnaire on the operation of the Knowledge Toolkit</li> <li>• ECOSHAZ Helpline Centre</li> <li>• Report on the improvements of ECOSHAZ Knowledge Toolkit</li> </ul>





## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
E	<p><b>Information, Communication and Capitalization measures</b></p> <p><i>Responsible: CO</i></p>	1/1/2015	31/12/2016	<p><b>E1.</b> Compilation of Communication and Dissemination Handbook</p> <p><b>E2.</b> Information and publicity actions at regional/ national level</p> <p><b>E3.</b> Information and publicity actions at EU and International level</p> <p><b>E4.</b> Capitalisation measures and Follow-up activities</p>	<ul style="list-style-type: none"> <li>• Communication and Dissemination Handbook</li> <li>• Project web site</li> <li>• 6 Informative workshops</li> <li>• Informative Leaflets</li> <li>• Books of Guidelines</li> <li>• Articles in national and international press (at least 2)</li> <li>• e-Newsletters (at least 4)</li> <li>• Press releases</li> <li>• Booklet of the project achievements</li> <li>• Final conference</li> <li>• Capitalisation Plan</li> <li>• ECOSHAZ Portal</li> <li>• ECOSHAZ Forum</li> <li>• Cooperation Memorandum</li> <li>• Layman's Report</li> </ul>



## Technical Issues

### Reporting

- 2 Project Reports

1<sup>st</sup> → 31/10/2015

*Reporting period 1/1/2015-31/8/2015*

2<sup>nd</sup> → 30/6/2016

*Reporting period 1/1/2015-30/4/2016*

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- Final Report 28/2/2017

*Reporting period 1/1/2015-31/12/2016*

*Standard Technical and Financial Forms!*



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## Task A

### Actions under implementation

- Monitoring and Evaluation System - CO
- Quality Handbook - CO
- Organizational Structure - CO

Units of the organisational structure:

- 1) *Lead Partner (CO)*
- 2) *Project Coordination Unit (CO)*
- 3) *Steering Committee - one representative by each partner*
- 4) *Working Group - one representative by each partner*



## Task A

### Coordination Meetings

- 1<sup>st</sup> CM – February 2015, Thessaloniki
- 2<sup>nd</sup> CM – May 2015, Seville
- 3<sup>rd</sup> CM – September 2015, Oxford
- 4<sup>th</sup> CM – January 2016, Santiago de Compostela
- 5<sup>th</sup> CM – May 2016, Gdansk
- 6<sup>th</sup> CM – September 2016, Catania
- Final CM – December 2016, Thessaloniki



# ECOSHAZ

## Technical Issues

### Summary of Actions until the 2<sup>nd</sup> CM

#### TASK A

- Monitoring and Evaluation System
  - Quality Handbook
  - Organizational Structure
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#### TASK B

- Consultation Plan
  - Stakeholders' Questionnaire
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#### TASK E

- Website
- Communication & Dissemination Handbook
- Leaflet in English
- 1<sup>st</sup> Newsletter
- Press release in view of the CM and workshop (?)



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**Thank you very much!**