

E-FishNet

BENEFICIARIES COMMITMENT & FINANCIAL CONDITIONS



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E-FISHNET ECONOMIC SCHEDULE

	2016	2017	2018
January			Second Interim meeting: UK
February		2nd payment	
March			
April			E-learning activity: Spain
May			
June			Last meeting: Spain Multiplier Event
July		First interim meeting: Iceland	
August			
September	Beginning of the eligible costs period	> Interim Report <	Finish of the eligible costs period
October	Grant Agreement Signature	Finish O1 and Start O4 (Int Out)	3rd payment
November	Kick off Meeting: Portugal 1st payment		> Deadline Final Report <
December			Final Payment*

*30 days after the final payment of NA to beneficiary



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ELEGIBLE COSTS

ELEGIBLE COSTS	FINANCING MECHANISM (unit costs)	AMOUNT	
1. Project Management and Implementation	Fixed amount for each partner	Coordinator	500€/month
		Partner	250€/month
2. Transnational Project Meetings	Fixed amount for each partner depending on distance	100 - 1999 kms	575 €
		> 1999 kms	760 €
3. Intellectual Outputs	Fixed amount depending on personal category and country and number of days (Annex IV)	Managers	
		Teachers/Trainers/Researchers	
		Technicians	
		Administrative	
4. Multiplier Events	Fixed amount for each participant	Local	100 €
		Foreign	200 €
		<i>Max</i>	30.000 €
5. Travel	Fixed amount depending on the travel distance	100 - 1999 kms	275€/participant
		>1999	360€/participant
6. Individual Support	Fixed amount depending on participant/distance/days	Short term joint staff training	100€/participant /day



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BENEFICIARIES COMMITMENT

1. Save, preserve and make available to the coordinator every document necessary to justify the grant:

A) To justify “**Project Management and Implementation costs**”: every document created in relation to the project.

B) To justify “**Transnational Projects Meetings costs**”: boarding passes, declaration of assistance signed by the host partner and every single document able to prove that the meeting took place and the assistance (pictures, hotel invoices, taxi simplified invoices, etc.)



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C) To justify “**Intellectual Outputs costs**”:

Intellectual Outputs are:

- Marco Curriculum: Fishmongers profile along Europe.
- Development and digitalization of contents: e-learning platform.

1. Evidence of the intellectual output produced.
2. Evidence of time invested in developing the intellectual product by the staff: TIME SHEETS.

Example of TIME SHEET:

				Co-funded by the Erasmus+ Programme of the European Union
KA2 STAFF COSTS CHARGED TO INTELLECTUAL OUTPUT				
Project Nr.	2016-1-ES01-KA204-025292			
Intellectual Output				
Project Acronym	E-Fishnet			
Partner				
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Instructions: introduce f </div>				
Year	Month Start	Month Ending	Nr. Days	Employee Category/position
2016				Manager
				Researcher / Teacher / Trainer
				Technical
				Administrative
Year	Month Start	Month Ending	Nr. Days	Employee Category/position
2017				Manager
				Researcher / Teacher / Trainer
				Technical
				Administrative
Year	Month Start	Month Ending	Nr. Days	Employee Category/position
2018				Manager
				Researcher / Teacher / Trainer
				Technical
				Administrative



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3. Evidence of employment or statutory relationship between the person and the beneficiary: this relationship will be proved by a **labour contract**.

The participation in the project of any charge defined in the Statutes of one partner is also allowed.

A contract for the provision of services is not allowed. Freelance can participate but with a labour contract. (Salary, not invoices)

D) To justify “**Multiplier Event**”: Spain on July 2018.

There must attend this event 75 non Spanish, and 150 locals.

Do not apply personnel from partners neither from coordinator.



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D) To justify “**Mobility Activities (travel and individual support)**”:

It corresponds to the Learning Activity that will take place in Madrid on March/April 2018 and will long 5 days.

Participants from Spain do not apply to this unit.

Evidence of assistance by boarding passes, declaration of assistance signed by the host partner and every single document able to prove that the activity took place and the assistance (pictures, hotel invoices, taxi simplified invoices, etc.)

2. To respond to the NA in the case of an audit. All the documents related to the Project should be kept during 5 years.



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PRE-PAYMENTS CONDITIONS

1. Grant Pre-Payments:

Ref. Of Payment	Percentage of grant pre-payment	Due date (indicative)
First	20%	15 days after the reception by the Coordinator of the advanced Payment from the European Commission and previous reception of the Partnership Agreement
Interim1	20%	6 months from the 1 st of September 2016, after checking the partner has been working on the Project
Interim2	40%	15 days after the acceptance of the interim report (It is planned to presented on 30/09/2017)
Final	20%	30 days after the final payment of NA to the Beneficiary



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PRE-PAYMENTS CONDITIONS

2. Comments:

- At the end of the project, after approval of the Commission to the justification and once the last payment to the Beneficiary will be done, the Beneficiary will proceed to regularize the accounts so that each member will receive 100% of the grant associated budget. This last payment will be conditioned to the assessment of the final report by the NA.
- Every single pre-payment will be conditioned to the participation of the partners in the project. If any eligible cost will not be possible to be justified because of the partner, that amount will be reduced from its next pre-payment.



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SUMMARY ACTIVITIES/PARTNERS

PARTNERS	PROJECT SUCCESS			4 MEETINGS			O1 & O4			E-LEARNING ACTIVITY					TOTAL		
	P manag & Imp	Months	Total	Transnational Meet	N assit	Total	Intellectual Outputs	Category	Days	Total	Travel	N assit	Total	Subsistence		N assit	Total
Ag para el Empleo	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.150,00	Currículo Marco	Manager	2	328,00	E-learning Activity	0	0,00	E-learning Activity	0	0,00
Ag para el Empleo				Iceland	jul-17	2	1.150,00	Sep16 - Sep17	T/T/R	15	2.055,00	March 2018			March 2018		
Ag para el Empleo				UK	jan-18	2	0,00	e-learning platform	Manager	0	0,00	5 days			5 days		
Ag para el Empleo				Spain	jun-18	2	0,00	Oct17 - Sep17	T/T/R	3	411,00						
Ag para el Empleo			6.000,00				1.150,00				2.794,00			0,00			0,00
ANCIPA	(250€/month)	24	6.000,00	Portugal	nov-16	2	0,00	Currículo Marco	Manager	5	820,00	E-learning Activity	2	550,00	E-learning Activity	2	1.000,00
ANCIPA				Iceland	jul-17	2	1.520,00	Sep16 - Sep17	T/T/R	46	6.302,00	March 2018			March 2018		
ANCIPA				UK	jan-18	2	1.150,00	e-learning platform	Manager	0	0,00	5 days			5 days		
ANCIPA				Spain	jun-18	2	1.150,00	Oct17 - Sep17	T/T/R	20	2.740,00						
ANCIPA			6.000,00				3.820,00				9.862,00			550,00			1.000,00
ANKARA UNIV	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.520,00	Currículo Marco	Manager	0	0,00	E-learning Activity	2	720,00	E-learning Activity	2	1.000,00
ANKARA UNIV				Iceland	jul-17	2	1.520,00	Sep16 - Sep17	T/T/R	25	1.850,00	March 2018			March 2018		
ANKARA UNIV				UK	jan-18	2	1.520,00	e-learning platform	Manager	0	0,00	5 days			5 days		
ANKARA UNIV				Spain	jun-18	2	1.520,00	Oct17 - Sep17	T/T/R	20	1.480,00						
ANKARA UNIV			6.000,00				6.080,00				3.330,00			720,00			1.000,00
ARIEMA	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.150,00	Currículo Marco	Manager	3	492,00	E-learning Activity	2	0,00	E-learning Activity	2	0,00
ARIEMA				Iceland	jul-17	2	1.520,00	Sep16 - Sep17	T/T/R	40	5.480,00	March 2018			March 2018		
ARIEMA				UK	jan-18	2	1.150,00	e-learning platform	Manager	8	1.312,00	5 days			5 days		
ARIEMA				Spain	jun-18	2	0,00	Oct17 - Sep17	T/T/R	66	9.042,00						
ARIEMA			6.000,00				3.820,00				16.326,00			0,00			0,00
Billingsgate SF	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.150,00	Currículo Marco	Manager	0	0,00	E-learning Activity	2	550,00	E-learning Activity	2	1.000,00
Billingsgate SF				Iceland	jul-17	2	1.150,00	Sep16 - Sep17	T/T/R	20	4.280,00	March 2018			March 2018		
Billingsgate SF				UK	jan-18	2	0,00	e-learning platform	Manager	0	0,00	5 days			5 days		
Billingsgate SF				Spain	jun-18	2	1.150,00	Oct17 - Sep17	T/T/R	20	4.280,00						
Billingsgate SF			6.000,00				3.450,00				8.560,00			550,00			1.000,00
EATIP	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.150,00	Currículo Marco	Manager	0	0,00	E-learning Activity	0	0,00	E-learning Activity	0	0,00
EATIP				Iceland	jul-17	0	0,00	Sep16 - Sep17	T/T/R	2	428,00	March 2018			March 2018		
EATIP				UK	jan-18	0	0,00	e-learning platform	Manager	0	0,00	5 days			5 days		
EATIP				Spain	jun-18	2	1.150,00	Oct17 - Sep17	T/T/R	2	428,00						
EATIP			6.000,00				2.300,00				856,00			0,00			0,00
Matis	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.520,00	Currículo Marco	Manager	0	0,00	E-learning Activity	2	720,00	E-learning Activity	2	1.000,00
Matis				Iceland	jul-17	2	0,00	Sep16 - Sep17	T/T/R	20	4.280,00	March 2018			March 2018		
Matis				UK	jan-18	2	1.150,00	e-learning platform	Manager	2	560,00	5 days			5 days		
Matis				Spain	jun-18	2	1.520,00	Oct17 - Sep17	T/T/R	24	5.136,00						
Matis			6.000,00				4.190,00				9.976,00			720,00			1.000,00
MercaMadrid	(250€/month)	24	6.000,00	Portugal	nov-16	2	1.150,00	Currículo Marco	Manager	0	0,00	E-learning Activity	0	0,00	E-learning Activity	0	0,00
MercaMadrid				Iceland	jul-17	0	0,00	Sep16 - Sep17	Technicians	4	408,00	March 2018			March 2018		
MercaMadrid				UK	jan-18	0	0,00	e-learning platform	Manager	0	0,00	5 days			5 days		
MercaMadrid				Spain	jun-18	2	0,00	Oct17 - Sep17	Technicians	3	306,00						
MercaMadrid			6.000,00				1.150,00				714,00			0,00			0,00



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