



LIFE17 ENV/IT/269  
AGRI SED

"Use of dredged sediments for creating innovative growing media and technosols for plant nursery and soil rehabilitation"

MANAGEMENT

Start: 01/10/2018

End: 30/09/2021

12/10/2018

Kick-off meeting

Pescia (PT)- Italy

AGRIVIVAI Premises



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## AGENDA

[AGRIVIVAI] Welcome and opening of the meeting

[All] Presentation of Beneficiaries

AGRIVIVAI

UNIFI

GORINI

ISECNR

EPS

MCM



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## MANAGEMENT

- **Legal and administrative provisions:**
  - **LIFE rules**
  - **Grant Agreement with the EC**
  - **Special Conditions**
  - **Annex I General Conditions**
  - **Annexes**
  - **Project Proposal**
- **Partnership Agreement**
- **Management and coordination**



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## MANAGEMENT

### Grant Agreement:

- Agreement Number: LIFE17 ENV/IT/269
- Coordinating Beneficiary: AGRIVIVAI
- Associated beneficiaries: CREA, MCM, ISECNR, GORINI, EPS, UNIFI
- Total eligible project budget: €1,742,401
- EU financial support: 59.94% of eligible cost with a maximum of €1,044,461



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## MANAGEMENT

The coordinating beneficiary alone is entitled to receive funds from the Commission and distribute the amounts corresponding to the associated beneficiaries' participation in the project



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## MANAGEMENT

In no case shall the Commission increase its contribution or the rate of co-financing



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## MANAGEMENT

The coordinating beneficiary:

- shall be the single point of contact for the Commission and
- shall be the only participant to report directly to the Commission on the technical and financial progress of the project



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## MANAGEMENT

**The coordinating beneficiary shall conclude with all associated beneficiaries an agreement describing their technical and financial participation in the project**



**Partnership Agreement**





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## MANAGEMENT

### Partnership Agreement:

- AGRIVIVALI will send a partnership agreement by e-mail following the EC general model
- Role and obligations of the coordinating beneficiary:
  - To be the project interface for the EC
  - To prepare and send all the project reports
  - By the end of each month, the coordinating beneficiary shall send to the monitor representant an email presenting the activities carried out during the month in question.
  - To have the copies of all the administrative documents of each beneficiary
  - To define in the Partnership Agreement the payment procedures of the EU contribution to all the beneficiaries
  - To pay each beneficiary after the signature of the Partnership Agreement



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## MANAGEMENT

### Partnership Agreement:

- Role and obligations of the associated beneficiaries:
  - By the end of each month, every associated beneficiary shall send to the coordinating beneficiary an email presenting the activities carried out during the month in question.
  - The associated beneficiaries shall do everything in their power to help the co-ordinating beneficiary fulfil the coordinating beneficiary's obligations under the grant agreement.
  - In particular, the associated beneficiaries hereby shall provide to the co-ordinating beneficiary all the project financial documents each three months.
  - To fill in and send to the AGRIVIVA I the financial identification form filled in



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## **MANAGEMENT**

**The associated beneficiaries shall not report directly to the Commission on the technical and financial progress unless explicitly requested to do so by the Commission**



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## **MANAGEMENT**

**The coordinating beneficiary and the associated beneficiaries shall retain, throughout the project and for at least five years after the final payment, all appropriate supporting documentation**



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## **MANAGEMENT**

**The coordinating beneficiary and associated beneficiaries shall publicise the project and its results, always mentioning the Community support received**



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## MANAGEMENT

### MONITOR TEAM

The EC inividuate a monitor team (Riccardo Giandrini) of External EC monitor company (NEEMO TIMESIS) which will assist/check/monitor the technical and financial update of the project. Once a year it is foreseen a “monitor meeting”.



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## DATA FOR MONITOR TEAM

Please fill in the document with the Dr. Riccardo Giandrini (External EC monitor team) data request for each partner

- Address of legal premises
- Address of operative premises
- Phone number
- Project technical responsible name
- Email of Project technical responsible name
- Project administrative responsible name
- Email of Project administrative responsible name
- Definition of payment procedures
- Legal representant
- Website



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## MANAGEMENT

**Amendement (any formal project change) to the EC agreement**



**To be avoided**





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## MANAGEMENT Budget

PARTNER	CLAIM							TOTAL	EC CONTRIBUTI ON
	Personnel	Travel	External assistanc e	Prototype	Consum ables	Other cost	Overhea ds		
AGRIVIVA I	458.250	6.290	75.700		20.000	49.500	42.681	<b>652.421</b>	<b>391.452</b>
EPS	54.400	6.260	15.300		26.500	-	7.172	<b>109.632</b>	<b>65.779</b>
GORINI	58.200	4.915	19.800		17.500	-	7.029	<b>107.444</b>	<b>64.466</b>
ISECNR	123.165	6.840	20.000		15.000	9.000	12.180	<b>186.185</b>	<b>111.222</b>
MCM	179.099	5.550	66.750	69.700	30.000	-	24.576	<b>375.675</b>	<b>225.405</b>
UNIFI	244.754	5.442	-	-	28.500	12.000	20.348	<b>311.044</b>	<b>186.137</b>
<b>TOTAL</b>	<b>1.117.868</b>	<b>35.297</b>	<b>197.550</b>	<b>69.700</b>	<b>137.500</b>	<b>70.500</b>	<b>113.986</b>	<b>1.742.401</b>	<b>1.044.461</b>



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## MANAGEMENT Payments

PARTNER	PAYMENTS			EC CONTRIBUTION
	Prefinancing 30%	Intermediate 40%	Final 30%	
AGRIVIVAI	117.436	156.581	117.436	391.452
EPS	19.734	26.312	19.734	65.779
GORINI	19.340	25.786	19.340	64.466
ISECNR	33.367	44.489	33.367	111.222
MCM	67.622	90.162	67.622	225.405
UNIFI	55.841	74.455	55.841	186.137
TOTAL	313.338	417.784	313.338	1.044.461



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## ARTICLE II.22 – BUDGET TRANSFERS

- **Without prejudice to Article II.10 and provided that the project is implemented as described in Annex II, beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves, and up to a limit of 20% of the overall eligible costs, between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.**



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## MANAGEMENT

**Under no circumstances may the total amount paid by the Commission to the coordinating beneficiary exceed the maximum amount set for the Community contribution in the grant agreement, even if the total actual eligible costs of a project exceed the budget set in the grant agreement**



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## MANAGEMENT

**To be considered eligible, costs must be:**

- **provided in the budget of the project or have been authorized through an amendment to the grant agreement;**
- **directly linked to, and necessary for, carrying out the project covered by the grant agreement;**
- **reasonable and comply with the principles of sound financial management;**
- **compliant with applicable tax and social legislation; and**
- **actually incurred during the lifetime of the project, as defined in the grant agreement, be recorded in the coordinating beneficiary's or any associated beneficiaries' accounts or tax documents, and be identifiable and verifiable.**



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## MANAGEMENT

**To be considered eligible, costs must be:**

- **the legal obligation to pay was contracted after the start date of the project, or after the signature of the grant agreement by the Commission in case this signature takes place before the project start date;**
- **the implementation of the corresponding action started after the start date for the project and was completed before the end date (the only exception is the cost of the independent financial audit referred to in Article 31); and**
- **the cost has been fully paid before the submission of the final financial statement**



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## MANAGEMENT

### Ineligible costs:

- VAT for private companies
- Costs incurred in relation to activities not foreseen in the project or to modifications of actions, for which the written additional agreement foreseen
- Costs incurred for the purchase of durable goods or for the production of communication material, including notice boards and websites, not bearing the LIFE logo
- Any cost incurred for an action which benefits from aid under other Community financial instruments;



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## MANAGEMENT

### Ineligible costs:

- Costs for which a coordinating beneficiary and / or associated beneficiary already receives an operating grant from the Commission during the period in question;
- Invoicing between associated beneficiaries and between associated beneficiaries and the coordinating beneficiary;
- Any provisions for possible future losses or liabilities; or interest charges;
- Travel and accommodation expenses and any form of remuneration in the name of agents of the Union institutions and of the external monitoring teams;
- license or patent fees or other fees related to the protection of intellectual property rights;
- Invoices without specific reference to the project (stamp or explicit reference)





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## MANAGEMENT

- No invoices and suppliers or subcontractors between Beneficiaries.
- It is mandatory to **document the expenses** (follow-up patterns + invoices with clear references + payment justification)

**Please try to be coherent as much as possible  
with the project**

**Any deviation has to be explained**



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## **MANAGEMENT**

### **Cost center**

- **All the beneficiaries have to prepare an accounting system that allows them to follow up the AGRISED project costs with separated administrative and financial records.**
- **All the beneficiaries have to communicate the cost center code to the coordinating beneficiary and to update each three month of the print out of the AGRISED cost center**



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## MANAGEMENT

- **Direct costs:** eligible costs which can be attributed directly to the project
  - Personnel costs
  - Travel & Subsistence costs
  - External assistance costs
  - Consumable material
  - Other costs
- **Overheads**
- **SUMMARY OF COSTS IN FINANCIAL STATEMENT (EXCEL DOCUMENT) TO BE UPDATED AND SENT TO AGRIVIVA! EACH 3 MONTHS**



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Statement of EXPENDITURES		Total costs with non-recoverable VAT (in €)	Total ELIGIBLE costs with non-recoverable VAT (in €)	Statement of INCOME (to cover the total cost)	€	% of eligible costs
PERSONNEL		0,00	0,00	Requested Union contribution:	0,00	
Additional salary costs:		0,00	0,00	Beneficiary's own contribution:	0,00	
Non-additional salary costs:		0,00	0,00	Co-financer's contribution:	0,00	
TRAVEL		0,00	0,00	Direct income of the project:	0,00	
EXTERNAL ASSISTANCE		0,00	0,00			
Durable goods - EQUIPMENT		0,00	0,00			
CONSUMABLES		0,00	0,00			
OTHER direct costs		0,00	0,00			
<b>TOTAL</b>		<b>0,00</b>	<b>0,00</b>	<b>TOTAL</b>	<b>0,00</b>	

Exchange rate option used to convert national currency into EURO: **Not applicable (all costs in EURO)**



# LIFE17 ENV/IT/269 AGRISED

PROJECT Reference: LIFE17 ENV/IT/269 - AGRISED		COUNTRY: Austria		RPTIAD [FROM]: 01/01/2018		RPTIAD [TO]: 31/12/2018		PERSONNEL EMPLOYEES													
Total annual work obtained		Total annual work obtained		Total annual work obtained		Total annual work obtained		Total annual work obtained													
0,00		0,00		0,00		0,00		0,00													
General information on staff assigned to the project				Employment period		Information on the working hours						Calculation of the PERSONNEL EMPLOYEES costs									
D1	D2	D3	D4	C1	C2	D1	D2	D3	D4	D5	D6	E1	E2	E3		E4	E5	E6	E7	E8	
Name of person	Job title	Rate in the annual (according to budget form 1) or justified	For Public Administration (add or non-add): according to the law on LMP (ONLY additional 1 additional 2)	FROM	TO (if several dates in contract, last year)	Year of response	Contract type (full time, part-time)	X of time allocated to the project (ONLY 0,5 if fixed X in maximum 1)	Date working hours	TOTAL number of hours worked per year (see budget working hours according to Worksheet 02.02.00)	Number of hours worked ANNUAL, according to the budget (see budget working hours according to Worksheet 02.02.00)	Annual gross salary (national currency)	Annual obligatory social charges to be eligible additional costs (national currency)	Justification on other eligible additional costs (annual - description)		TOTAL annual personnel costs (national currency)	Exchange rate	HOURLY rate [in EURO]	DAILY rate [in EURO]	TOTAL annual personnel costs obtained for the project reporting period [in EURO]	
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58																0,00					
<b>Total</b>																<b>0,00</b>					<b>0,00</b>



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## MANAGEMENT

**Personnel costs shall be calculated on the basis of the actual gross salary plus obligatory social charges and any other statutory costs included in the remuneration, but excluding any other cost.**

**The time, which each employee spends working on the project, shall be recorded on a timely basis using timesheets or an equivalent time registration system established and certified regularly by the coordinating beneficiary / associated beneficiary.**

**It is requested a declaration of the name of the personnel included in the project.**



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## MANAGEMENT

**It is very very important in the personnel justification to be coherent with the daily costs indicated in the project (tolerance 20%).**

### Rules of 2% for public entity

**The total of own contribution of project public entities has to be more of 2% of the total internal personnel costs**



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# Personnel time-sheet – Compulsory

Name of Beneficiary	
Name of staff member	
Is staff member employed Full-time or Part-time	
Calendar Year	
Calendar Month	

Calendar Day	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	
In case of absence, indicate one of the reason codes below																																	
Hours worked on project 1* (e.g. LIFE project 1)	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	
Hours worked on project 2* (e.g. LIFE project 2)	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	
Action A.1**																																	
Action A.2**																																	
Action B.1**																																	
Action C.1**																																	
Action E.1**																																	
Hours worked on project 3* (e.g. other EU funded project)	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		
Hours worked on project 4* (e.g. other external funded project)	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		
Hours worked on project 5* (e.g. internal project1)	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		
Other activities																																0,0	
Total hours (including overtime)	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		

\*) indicate project reference  
 \*\*) Breakdown of hours worked per action is optional

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AH
Other absence	OA

Summary for this month	
Hours worked on project 1* (e.g. LIFE project 1)	0,0
Hours worked on project 2* (e.g. LIFE project 2)	0,0
Hours worked on project 3* (e.g. other EU funded project)	0,0
Hours worked on project 4* (e.g. other external funded project)	0,0
Hours worked on project 5* (e.g. internal project1)	0,0
Other activities	0,0
<b>Total hours (including overtime)</b>	<b>0,0</b>

\*) indicate project reference

Date and signature of staff member
Explanation for late submission

Date and signature of line manager/supervisor
Explanation for late validation





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## MANAGEMENT

- **PLEASE KEEP IN MIND THE FOLLOWING ISSUES:**
  - Clear identification to the LIFE project
  - Clear identification of the employee
  - Include year, month and day
  - Time of units worked for the LIFE project (Please be coherent keeping in mind the actions carried out!!)
  - Include the hours in which the personnel are involved in other EU projects
  - Number of time units worked in total
  - Date and signature of the employee and supervisor



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## MANAGEMENT

**In case the actual total productive hours for the employee are not recorded in a reliable time registration system a default value of 1720 hours shall be used.**

**Staff working for the LIFE project less than 2 full days per month on average are exempted from the time registration obligation.**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR PERSONNEL COST JUSTIFICATION**

- **Copy of the timesheets or time registration records, including calculation and documentation for the annual productive hours**
- **Payslips**
- **Contracts**
- **Secondment letters**
- **Payslips payments**
- **A detailed calculation of the annual personnel costs detailing the salary elements included in the annual gross salary and social/pension charges**



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PROJECT Reference		LIFE17 ENV/IT/269 - ACRONYM				PERIOD (FROM) -		00/00/2000			TRAVEL				
COUNTRY : Beneficiary		Austria 0				PERIOD (TO) :		00/00/2000			Amount VIII - FUN-recoverable VAT 0,00				
General information on travel costs						Info on cost item		Details on cost item			Calculation of the TRAVEL & SUBSISTENCE costs				
Seq	B1 Name of person who traveled	B2 Date of travel	B3 Purpose	B4 Location -FROM	B5 Location TO	B1 Description of the cost item	B2 Duration (in days)	B1 Date of invoice	B2 Invoice number	B3 Date of payment	B1 Amount in national currency without VAT	B2 Amount in national currency with non-recoverable VAT	B3 Exchange rate	B4 Amount in EUFO without VAT	B5 Amount in EUFO with non-recoverable VAT
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39															
<b>Total</b>														<b>0,00</b>	<b>0,00</b>



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## MANAGEMENT

**Travel and subsistence costs shall be charged in accordance with the internal rules of the coordinating beneficiary or associated beneficiary.**

**Restricted to personnel of the beneficiary.**

**It is mandatory and requested a declaration with the travel beneficiary rule explanation.**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR TRAVEL COST JUSTIFICATION**

- **Declaration of mission costs with details of each cost with relation to the project**
- **Copy of documents for each travel cost**
- **Possible invoices of hotels, restaurants, etc.**
- **Boarding cards**
- **Possible travel agency cost (not enough)**





# LIFE17 ENV/IT/269 AGRISED

PROJECT Reference		LIFEXX XXX/XX/XXXXXX - ACRONYM				PERIOD (FROM) :		00/01/1900		EXTERNAL ASSISTANCE				
COUNTRY :		Austria				PERIOD (TO) :		00/01/1900		Amount WITH NON-recoverable VAT				
Beneficiary:		0								0,00				
Details on cost item			Info on cost item				Calculation of the EXTERNAL ASSISTANCE costs					selection procedure		
A	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4	D5	F	
Seq n	Date of invoice	Invoice number	Date of payment	Num of sub-contractor	Description of sub-contracted item/service	Period when the service was provided FROM	Period when the service was provided TO	Amount in national currency without VAT	Amount in national currency with non-recoverable VAT	Exchange rate	Amount in EUR without VAT	Amount in EUR with non-recoverable VAT	Applied selection procedure	
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39														
<b>Total</b>											<b>0,00</b>	<b>0,00</b>		





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## MANAGEMENT

**External assistance costs relate to subcontracting:**

- **Subcontractors shall not be considered as associated beneficiaries**
- **Any public beneficiary must award subcontractors in accordance with the applicable rules on public tendering**
- **Remember to provide the period for which the service is provided where appropriate. It is recommended to refer to the action number, to facilitate the link between the costs and the technical report**

**It is requested a declaration about selection rule of subcontractors**



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## MANAGEMENT

Ensure that all invoices include a clear reference to the project (project number and acronym)

EU wants the respect of the best value for money

Always call for tender



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR EXTERNAL ASSISTANCE COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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COUNTRY :		Austria			PERIOD (TO) :	00/01/1900	Amount WITH NON-recoverable VAT				
Beneficiary :		0					0,00				
Details on cost item				Info on cost item		Calculation of the CONSUMABLE costs					Selection procedure
A	B1	B2	B3	C1	C2	D1	D2	D3	D4	D5	F
Seq. n°	Date of Invoice	Invoice number	Date of payment	Supplier	Description of cost item	Amount in national currency without VAT	Amount in national currency with non-recoverable VAT	Exchange rate	Amount in EURO without VAT	Amount in EURO with non-recoverable VAT	Applied selection procedure
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											
<b>Total</b>									<b>0,00</b>	<b>0,00</b>	



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## MANAGEMENT

**Expenditures on consumable material shall relate to the purchase of material which is not included on the inventory of durable goods and is specifically related to the implementation of the project.**

**Invoices (reference to project)**

**Ensure that all invoices include a clear reference to the project (project number and acronym)**

**EU wants the respect of the best value for money**

**Always call for tender**



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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR CONSUMABLE COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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PROJECT Reference:		LIFE17 ENV/IT/269 - ACRONYM				PERIOD (FROM):		00/01/1900		OTHER REFERENCE COSTS		
COUNTRY:		Austria				PERIOD (TO):		00/01/1900		Amount WITH NON recoverable VAT		
Beneficiary:		0								0,00		
Details on cost item			Info on cost item			Calculation of the OTHER REFERENCE costs					Selection pr	
A	B1	B2	B3	C1	C2	D1	D2	D3	D4	D5	E	
Seq n°	Date of invoice	Invoice number	Date of payment	Supplier	Description of cost item	Amount in national currency without VAT	Amount in national currency with non- recoverable VAT	Exchange rate	Amount in <b>EURO</b> without VAT	Amount in <b>EURO</b> with non- recoverable VAT	Applied sel proced.	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
<b>Total</b>									<b>0,00</b>	<b>0,00</b>		



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## MANAGEMENT

**Other costs mean any costs necessary for the project, not falling within a defined category  
Invoices (reference to project)**

**Ensure that all invoices include a clear reference to the project (project number and acronym)**

**EU wants the respect of the best value for money**

**Always call for tender**





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## **MANAGEMENT**

### **DOCUMENTS TO BE PREPARED FOR OTHER COST** **COST JUSTIFICATION**

- **Call for tender documents (request of offers, offers, etc.)**
- **Invoice**
- **Invoice payment**



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## MANAGEMENT

**Overheads shall be eligible for flat-rate funding of a maximum of 7% of the total amount of eligible direct costs actually incurred, excluding land purchase/lease costs. They need not be supported by accounting documents.**



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## MANAGEMENT

**Only for the Coordinating beneficiary:**

**An independent auditor, nominated by the coordinating beneficiary, shall verify the final statement of expenditure and income provided to the Commission**



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## MANAGEMENT

**The Commission, or any representative authorised by the Commission, may audit a coordinating beneficiary or associated beneficiary at any time during the project implementation period and up to five years after the final payment of the Community contribution**



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## MANAGEMENT

### Coordination:

#### Project meetings

- **Follow up meetings: all partners**
  - **Kick off meeting in Italy in AGRIVIVAL on 12 October 2018**
  - **Each six months**
- **Technical meetings: who, where and when according to project needs**
- **Monitor meeting: when and where the monitor wants**



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## MANAGEMENT

### Coordination:

### Reporting

- Midterm Report with payment request (project deadline 31/03/2020) with spent 100% of the pre-financing
- Progress Report (project deadline 31/03/2021)
- Final Report with payment request (Max 3 month after project end 30/12/2021)
- Project Deliverables



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## **DELIVERABLES E MILESTONES**

**The Deliverables are document (Reports) which have to be submitted to the EC together with the foreseen Report.**

**The milestones are not document but internal “check point”**



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## DELIVERABLES

Name of the Deliverable	Number of the associated action	Deadline
AGRISED Communication plan	D 1	31/12/2018
Overview of national and EU legislation	A 1	31/12/2018
Report and on green waste and sediment characterization	B 1	31/03/2019
Report on analysis and full characterization of treated sediments	C 1	30/06/2019
AGRISED dissemination events at mid-term period	D 2	31/03/2020
AGRISED dissemination material at mid-term period	D 1	31/03/2020
AGRISED mid-term report	E 1	31/03/2020
Report on plant nursing using sediment as substrate and using reconstituted soil	B 3	31/03/2021
Report on soil reconstitution	B 4	31/03/2021
Report on technical performance of sediment-based growing media for optimal plant growth	C 2	30/06/2021
Report on the monitoring of sediments use for soil reconstitution	C 3	30/06/2021





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## DELIVERABLES

AGRISED After-LIFE plan report	E 3	30/09/2021
AGRISED Business Plan	B 6	30/09/2021
AGRISED LCA	C 4	30/09/2021
AGRISED dissemination events at project end	D 2	30/09/2021
AGRISED dissemination material at project end	D 1	30/09/2021
AGRIVIVAL replicability and transferability plan	B 5	30/09/2021
Report on the socio-economic impact of the project	C 4	30/09/2021
AGRISED audit report	E 2	30/12/2021
AGRISED final report	E 1	30/12/2021



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## MILESTONES

Name of the Milestone	Number of the associated action	Deadline
AGRISED web site	D 1	31/12/2018
Technical specifications of the co-composting process	B 1	31/03/2019
KPI Webtool at Midterm Report	C 5	31/03/2020
KPI Webtool at Progress Report	C 5	31/03/2021
Production of two important ornamental plant species	B 3	31/03/2021
soil reconstitution with bulked sediments or composted sediments	B 4	31/03/2021
Validation of the use of bulked sediments and composted sediments for soil reconstitution	C 3	30/06/2021
Validation of the use of composted sediments for professional plant nursing	C 2	30/06/2021
2 Technical Guidelines	B 5	30/09/2021
2 Technical training courses	B 5	30/09/2021
4 project workshops	B 5	30/09/2021
KPI Webtool at Final Report	C 5	30/12/2021