



FLOOD CBA#2

**Integrating CBA in the Development of
Standards for Flood Protection & Safety**

1st Coordination Meeting

Thessaloniki, 1 March 2016

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FLOOD CBA #2

- Administrative Issues
- Financial Issues
- Technical Issues

according to

- a) Guidelines given at the Kick - Off meeting, Brussels, January 20th 2016
- b) Grant Agreement
- c) Approved Application Form



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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 (70% and 30%)



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Administrative Issues

Role and Obligations of each Beneficiary

- Inform the coordinator immediately of any change likely to affect or delay the implementation of the action of which the beneficiary is aware;
- Inform the coordinator immediately of any change in its legal, financial, technical, organisational or ownership situation;
- Submit in due time to the coordinator the data needed to draw up the reports and financial statements or any other information required by the Commission



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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



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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”



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Financial Issues

Eligible Costs

Costs actually incurred by the beneficiary which meet the following criteria:

- incurred in the project period
- indicated in the estimated budget -Annex III;
- incurred in connection with the action and necessary for its implementation;
- identifiable and verifiable
- reasonable and justified



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Financial Issues

Eligible Costs

FLOOD CBA#2 involves 4 budget categories:

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



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Financial Issues

Value Added Tax

According to the Grant Agreement amounts of VAT paid are not eligible for the:

- Municipality of Amandora

The VAT eligibility will be determined through amendment for the following beneficiaries:

- Universidad Pablo de Olavide
- Region of East Macedonia and Thrace
- Agencia de Media Ambiente y Agua de Andalucía



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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!



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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.



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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.
- The sub contracting procedures will have to comply with national legislation.



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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.



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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 !



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Financial Issues

Budget Overview

Budget Line	Amount
Personnel	565.552,00
Travel	68.226,00
Sub-contracting	109.500,00
Overheads	51.722,00
Total	795.000,00
EU grant (75%)	596.250,00

Budget Line	Amount
Task A	165.000,00
Task B	140.000,00
Task C	170.000,00
Task D	195.000,00
Task E	125.000,00
Total	795.000,00



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Technical Issues

Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
A	<p>Management and Reporting to the EC</p> <p><i>Responsible: Lead Partner</i></p>	01/01/2016	31/12/2017	<p>A.1 Organizational set-up and communication</p> <p>A.2 Development and operation of PMES</p> <p>A.3 On-going project management</p> <p>A.4 Quality management and assurance</p>	<ul style="list-style-type: none"> ▪ Project Work Plan ▪ Project's organizational structure ▪ Project Monitoring and Evaluation System ▪ Progress report 1 (8 months' period) ▪ Progress report 2 (16 months' period) ▪ Final report (24 months' period) ▪ Kick-off meeting ▪ 5 Coordination meetings - Photos, minutes, agenda, list of participants ▪ Quality Handbook ▪ Interim Quality Report ▪ Final Quality Report
B	<p>Building the stakeholders' capacity</p> <p><i>Responsible: BE3</i></p>	01/02/2016	31/07/2016	<p>B.1 Development of an end-users' and stakeholders' peer to peer Network</p> <p>B.2 Collection of background information</p> <p>B.3 Assessment of end users' and stakeholders' views and needs</p>	<ul style="list-style-type: none"> ▪ Information Exchange Network – List of members ▪ Questionnaire for the collection of the background information ▪ Consultation Plan ▪ Stakeholders' Questionnaire for the consultation process ▪ Report on the views of the end users' and stakeholders'



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Technical Issues

Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
C	<p>Development of the FLOOD CBA#2 Knowledge Toolkit and Guidelines</p> <p><i>Responsible: BE1, LP</i></p>	01/08/2016	31/01/2017	<p>C.1 Development of a Common Framework of Standards dealing with Flood Protection and Safety Management</p> <p>C.2 Creation of Guidelines for the integration of appraisal methods in the development of Standards for Flood Protection and Safety</p> <p>C.3 Development of the FLOOD CBA#2 Knowledge Toolkit</p>	<ul style="list-style-type: none"> ▪ Common Framework of Standards for Flood Protection and Safety ▪ Book of Guidelines for the development of Standards for Flood Protection and Safety ▪ FLOOD CBA#2 Knowledge Toolkit
D	<p>Implementation of Case Studies</p> <p><i>Responsible: BE1, BE2</i></p>	01/02/2017	31/10/2017	<p>D.1 Cost-Benefit Analysis Case Studies</p> <p>D.2 Training of stakeholders</p> <p>D.3 Evaluation and fine tuning of FLOOD CBA#2 products</p>	<ul style="list-style-type: none"> ▪ One demonstration project in the UK ▪ 3 Case Studies in Greece, Spain and Portugal ▪ Training material ▪ 3 Training seminars–List of trainees, Photos, Seminar work program ▪ On line evaluation questionnaire ▪ FLOOD CBA#2 Helpline Centre ▪ Evaluation and Improvements Report



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Technical Issues

Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
E	<p>Information, Communication and Capitalization Actions</p> <p><i>Responsible: CO , BE5</i></p>	01-01-2016	31-12-2017	<p>E1. Compilation of Communication and Dissemination Handbook</p> <p>E2. Information and publicity actions at regional/ national level</p> <p>E3. Information and publicity actions at EU and International level</p> <p>E4. Capitalization measures and Follow-up Activities</p>	<ul style="list-style-type: none"> ▪ Communication and Dissemination Handbook ▪ Web Site ▪ 4 Informative workshops (agenda, List of participants, presentations, dissemination and support material, photos) ▪ Informative Leaflets ▪ Book of Guidelines ▪ Articles in national and international press (at least 2) ▪ e-Newsletters (at least 4) ▪ Press releases ▪ Multimedia videos (6) and multimedia tutorial (1) ▪ Booklet of the project achievements ▪ Final conference (agenda, List of participants, presentations, dissemination and support material, photos) ▪ Capitalisation Plan ▪ Exploitation Agreement ▪ FLOOD CBA#2 Portal ▪ FLOOD CBA#2 Forum ▪ Layman's Report



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Technical Issues

Reporting

- 2 Project Reports

1st → 31/10/2016

Reporting period 1/1/2016-31/8/2016

2nd → 30/6/2017

Reporting period 1/1/2016-31/3/2017

→

- Final Report 28/2/2018

Reporting period 1/1/2016-31/12/2017

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 organizational 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*
- 5) *National Working Teams*



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Task A

Coordination Meetings

- 1st CM – March 2015, Thessaloniki
- 2nd CM – June 2016, Oxford
- 3rd CM – January 2017, Seville
- 4th CM – June 2017, Lisbon
- Final CM – December 2017, Kavala or Alexandroupoli



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Task E

Actions under implementation

- Communication and Dissemination Handbook – CO

- Website – CO , www.floodcba2.eu

Revision + Approval by all partners

project description, partners' profiles, calendar of events, presentation of results, deliverables, useful links

The website will be developed in English.

Dissemination sections and web-links maybe entered in other languages



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Task E

Actions under implementation

- Logo





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Task E

Actions under implementation

- Logo





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Task E

Forthcoming Actions

- Informative workshops – one by each partner
combined with each Coordination Meeting
- Informative leaflets – CO
Initial format in English - Translation in other languages
- Newsletters – CO
At least 4 during the project (one every six months)
Suggestion : 1st Newsletter in view of the organization of CM and workshop in May 2016



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Summary of Actions until the 2nd CM

TASK A

- Monitoring and Evaluation System
- Quality Handbook
- Organizational Structure

TASK B

- Collection of background information
- Consultation Plan
- Stakeholders' Questionnaire

TASK E

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



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Thank you very much!