



Promoting behaviour change



CHANGE

Promoting behaviour change towards the eradication of
FGM in practicing communities across the EU

Project Presentation

18-19 April 2013

Kick-off meeting, Berlin

Katharina KUSS

TERRE DES FEMMES



Legal Issues

GRANT AGREEMENT signed in January 2013 by
European Commission and
co-ordinator: TERRE DES FEMMES
co-beneficiaries: Euronet-FGM ,FSAN,FORWARD, RISK, Plan
International

CONTENT

- Special Conditions
- General Conditions
- Annex I Description of the action
- Annex II Estimated budget of the action
- Annex III Mandates conferring powers of attorney from the co-beneficiaries to the coordinator



Role of the coordinator

1. **responsibility for implementing the action** in accordance with the agreement;
2. intermediary for all communication between the co-beneficiaries and the Commission
3. responsible for supplying all documents and information to the Commission
4. inform the co-beneficiaries of any event of that might substantially affect the implementation of the action;
5. inform the Commission of transfers between headings of eligible costs
6. establish the payment requests on behalf of the beneficiaries
7. ensure that all the appropriate payments are made to the co-beneficiaries
8. be **responsible in the event of audits**, checks or evaluations



Role of co-beneficiaries

- Arrange on proper performance of the action
- forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents
- inform the co-ordinator immediately of any event liable to substantially affect or delay the implementation of the action
- provide the co-ordinator with all the necessary documents in the event of audits, checks of evaluations



Amendment of Grant Agreements

When?

- Budget transfer over 10% of a budget heading
- Beneficiary change
- Change of implementation period
- update of annex I

How?

- latest one month before the end of project
- need to be signed by legal representative
- supporting doc and agreement by co-beneficiaries

Administrative changes can be acknowledged by email or official letter (legal address, bank account, contact person, details, legal representative)



Consortium Agreement

Shall we have a consortium agreement to agree on:

- Decision taking process
- Payment modalities
- Reporting commitments



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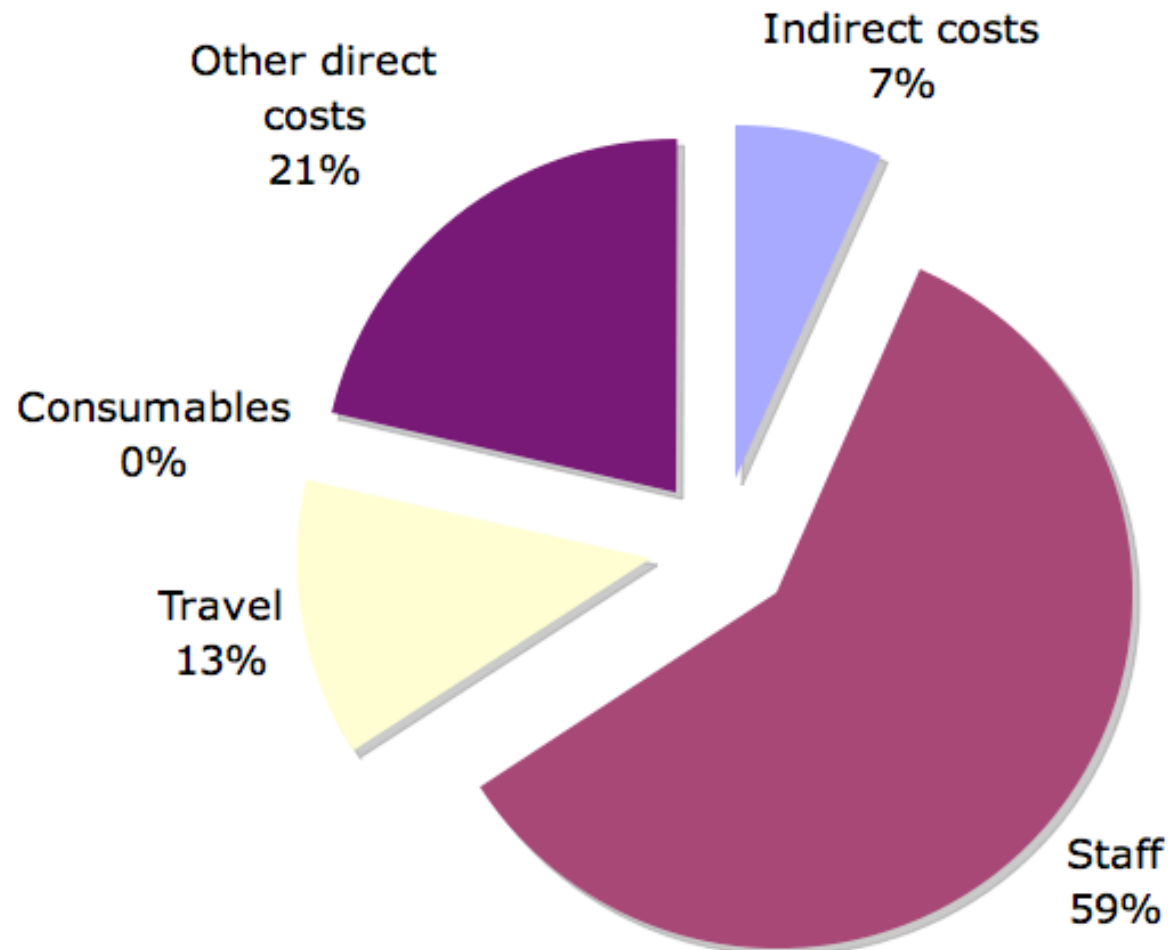


Financial Issues



Total budget

Total estimated costs 474.622 Euro





Reporting Staff costs

- Only the **actual time** devoted to the project may be charged as Personnel costs
- Staff costs should be calculated on the basis of the **actual gross salary** or wages plus obligatory **social charges** and any other statutory costs
- Time keeping is a must for permanent staff and recommended for staff working for only this project
- Staff employed **explicitly for the project**: contract should make specific reference to the project and indicate the tasks of the employee, the duration of the employment, the time allocated to the project and the relevant remuneration rate (monthly/daily/hourly).



Documentation of Staff costs

- Costs related to **permanent staff** may be funded if the employee is specifically seconded to the project and their involvement in the project must represent an additional cost.

Documents

- contract with the organisation
- secondment letter with specific indication of tasks, reference to the project, and the percentage of working time allocated to the project; to the hourly/daily rate;
- monthly salary slips
- proof of payment
- **time sheets for all staff working on the project**

Note: Staff must be registered in the payroll and in the accounting system of the organisation! The salary should be paid by bank transfer.



Time sheets

- Reference to the project
- Name of the employee
- To be kept on monthly basis
- Number of time units (hours and days as in the budget) worked on the project
- Number of time units (days or hours) worked on other grants/activities
- Total number of time units (days or hours) worked.
- Details of the tasks performed for the project
- Date and signature of the employee
- Date and signature of the project manager (TDF KK)



Time sheet example

Arbeitszeiten 2013

Stundenbericht für den Monat: März

Name: Katharina Kuss

Projekt: CHANGE JUST/2012/DAP/AG/3175

		BEGINN	ENDE	PAUSE	Ehrenam	GESAMT	CHANGE		
							Urlaub/Krankh	TDF Tagesgeschäft	WS 0
01.03.2013	Freitag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
02.03.2013	Samstag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
03.03.2013	Sonntag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
04.03.2013	Montag	9:00	17:30	1:00	0:00	7:30	0:00	0:00	7:30 Einarbeitung
05.03.2013	Dienstag	9:00	18:00	0:30	0:00	8:30	0:00	0:00	8:30 Change, Mitarbeiter meeting
06.03.2013	Mittwoch	9:00	18:00	0:30	0:00	8:30	0:00	0:00	8:30 Change und Topix
07.03.2013	Donnerstag	9:00	18:00	1:30	0:00	7:30	0:00	0:00	7:30 Change
08.03.2013	Freitag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
09.03.2013	Samstag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
10.03.2013	Sonntag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
11.03.2013	Montag	9:00	18:00	0:30	0:00	8:30	0:00	0:00	8:30
12.03.2013	Dienstag	11:00	18:00	0:30	0:00	6:30	0:00	0:00	6:30
13.03.2013	Mittwoch	11:00	17:30	0:30	0:00	6:00	0:00	0:00	6:00
14.03.2013	Donnerstag	11:00	16:30	0:30	0:00	5:00	0:00	0:00	5:00
15.03.2013	Freitag	11:00	13:00	0:00	0:00	2:00	0:00	0:00	2:00
16.03.2013	Samstag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
17.03.2013	Sonntag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
18.03.2013	Montag	11:00	18:00	1:00	0:00	6:00	0:00	0:00	6:00
19.03.2013	Dienstag	11:00	18:00	1:00	0:00	6:00	0:00	0:00	6:00
20.03.2013	Mittwoch	11:00	17:30	1:00	0:00	5:30	0:00	0:00	5:30
21.03.2013	Donnerstag	9:00	17:00	0:30	0:00	7:30	0:00	0:00	7:30
22.03.2013	Freitag	9:00	12:00	0:00	0:00	3:00	0:00	0:00	3:00
23.03.2013	Samstag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
24.03.2013	Sonntag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
25.03.2013	Montag	9:00	17:30	0:30	0:00	8:00	0:00	0:00	8:00
26.03.2013	Dienstag	9:00	17:30	0:30	0:00	8:00	0:00	0:00	8:00
27.03.2013	Mittwoch	9:00	18:00	0:00	1:00	8:00	0:00	0:00	8:00 Stunden für BRU Reise 20 -22 Jan
28.03.2013	Donnerstag	9:00	18:00	0:00	1:00	8:00	0:00	0:00	8:00 Stunden für BRU Reise 20 -22 Jan
29.03.2013	Freitag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
30.03.2013	Samstag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
31.03.2013	Sonntag	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Su. Ehrenamt.					2:00	0,00	0,00	0,00	120,00
						120,00	0%	0%	100%
Arbeitstage	Stunden pro Tag					15			
20	6					120,00			



Reporting travel costs

Travel and subsistence costs

- Only travel directly related to the project can be charged to the project
- Travel costs should not exceed the budgeted amount, without approval by the coordinator
- Costs for subsistence (accommodation, meals, local travel and laundry expenses) are eligible up to the actual amount spent, max. 20 Euro a day
- It is very important to keep all supporting documents



Documentation of travel costs

- Travel ticket (airplane, train, bus, etc)
- Boarding passes
- Invoice for flight or rail tickets
(email confirmation, if bought through internet)
- Invoice for petrol if travel by car
- Hotel invoice for accommodation costs
- Tickets for local transport
- Attendance list signed by the participants
- Proof of payment in case of reimbursement

Travel and accommodation costs will be reimbursed by the beneficiary managing the respective budget by bank transfer.

Reimbursement between beneficiates is NOT allowed!



Reimbursement form



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Bundesgeschäftsstelle
Brunnenstr. 128, 13355 Berlin
Tel. 030 40504699-0 • Fax 030 40504699-99
E-Mail: info@frauenrechte.de
www.frauenrechte.de

Travel Expense Report CHANGE ...

Name: _____

Position/Task in CHANGE: _____

Purpose of the trip:

.....
☐ One-day trip on (date) _____ ☐ Multi-day trip from (date) _____ until _____

Beginning and end of the event: from (time) until (time)

Outward Journey	Departure in	Time	Arrival in	Time

Return Journey	Departure in	Time	Arrival in	Time

Beginning and end of the event: from (time) until (time)

Outward Journey	Departure in	Time	Arrival in	Time



Reimbursement form

Reimbursement of travel costs:			
Means of transport/ Reservation/ Miscellaneous	Amount in —	Conversion rate	Amount in €
Flight Price			0,00
Accommodation			0,00
Train/ Local Transport			0,00
Meals			0,00
			0,00
Total Amount			0,00
Date	Signature Staff	Signature Organisation	



Exchange rate UK and SE

- In project reports all amounts must be expressed in EURO
- Where the accounts are held in the national currency the beneficiary must declare the expenditure at the monthly accounting rate established by the Commission and published on its website
<http://ec.europa.eu/budget/inforeuro/index.cfm>
- Beneficiaries have to apply the exchange rate valid on the day when costs were incurred
- In cases where the EURO rates fluctuates significantly then the beneficiary must clearly identify what exchange rate or rates have been used and provide a detailed explanation



VAT is a Non-Eligible Expenditure

- VAT- unless the organisation who incurred the cost (and who is not a public authority, see the note below) can show that it is unable to recover it (by means of a certificate issued by the national tax authority of the Beneficiary who has incurred the cost clearly stating that the beneficiary in question cannot recuperate VAT);



Other Non-Eligible Costs

- Return on capital
- Debt and debt service charges
- Provision for losses or potential future liabilities
- Interest owed or paid
- Provisions for doubtful debts
- Exchange rate losses



Partner Banking Information

- Was requested by the coordinator
- Should be submitted before the end of April 2013
- Payments by coordinator to beneficiaries are expected in April 2013



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Reporting



Reporting to EC

Reports to be submitted by the co-ordinator in paper and electronically

14th April 2014

- technical implementation report
- summary financial statement



31 May 2015

- final technical implementation report
- financial statement

Reporting guidelines are to be published soon

Reporting starts now



Deliverables

1. Mid term report, M 1-13
2. Evaluation report, M 3-24
3. Final report, M 1-24
4. Curriculum and training programme, M 2-8
5. Country specific material packages, M 2-12
6. prevention brochure, M13-22
7. Europe -wide training manual, M14-22
8. 4 press releases, M 2-24
9. CHANGE website, M 6 online



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Reporting by execution sheet

Budget heading	Name of Beneficiary	Workstream	Accounting reference(s)	Date/period or duration when the cost was incurred	Description of item Answer to the questions: Who and/or What ? [e.g.Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc]
B	TDF	0	021-10.1	20-22.01.2013	Katharina KUSS travel to EC Kick-off Meeting in Bussels (Project manager Berlin-Brussels)

Amount in currency	Currency	Exchange Rate	Total EURO	Additional information
220,94	€	1,0000	220,94	no accommodation costs
	€	1,0000	0,00	
	€	1,0000	0,00	
	€	1,0000	0,00	
	€	1,0000	0,00	
	€	1,0000	0,00	



Supporting Documents

Personnel costs:

Time sheets, contracts, payment ,
secondment letters, etc

Fees for Change Agents:

Contracts, proof of payment by bank
transfer, reports, list of participants

Travel costs:

Invoices for accommodation, flights,
trains, local transport,

Activity costs:

Invoices for beverages and food



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Monitoring and Evaluation



Interim Reporting Timetable

INTERIM REPORTING TIMETABLE			
Interim Reporting Period	Period Covered	Report Deadline	Reminder
1	March 2013 – April 2013	15/05/2013	03/05/2013
2	May 2013 – June 2013	15/07/2013	05/07/2013
3	July – September 2013	15/10/2013	04/10/2013
4	October – December 2013	15/01/2014	03/01/2014
5 Mid-term report	March 2013 – February 2014	10/03/2014	05/03/2014
6	March – June 2014	15/07/2014	04/07/2014
7	July – September 2014	15/10/2014	03/10/2014
8	October – December 2014	15/01/2015	05/01/2015
9	January-February 2015	13/03/2015	03/03/2015



External Evaluation

- Aims at controlling project's activities and results.
- First evaluation's results will be integrated in the training manual

An external evaluator to control the training programme:

1. standardised questionnaires
2. interviews with change agents
3. interviews with key professionals

Evaluation of methodology: extent to which the pilot training is an adequate instrument to empower the target groups to advocate for an end of FGM.

Deliverable: Evaluation Report is due in M24, February 2015

Thank you for your attention!



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TERRE DES FEMMES e.V.

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