



# Financial and Technical Management

Introducing competence-based preschool  
teacher education curricula in Bosnia and  
Herzegovina

574076-EP-1-2016-1-BA-EPPKA2-CBHE-JP

2017

# TEACHER

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## GENERAL INFORMATION

**Title of the project:** Introducing competence – based preschool teacher education curricula in Bosnia and Herzegovina

**Project reference number:** 574076 – EPP – 1 – 2016 – 1 – BA – EPPKA2 – CBHE – JP

**Web site:** [www.teacher.unt.ba](http://www.teacher.unt.ba)

**Contact:** [teacher.unt.ba@gmail.com](mailto:teacher.unt.ba@gmail.com)

**Project official logo:**



**ERASMUS+ Logo:**



Co-funded by the  
Erasmus+ Programme  
of the European Union

**Disclaimer for the dissemination purposes:**

**Any publication should mention the following sentence:**

*"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"*

## TECHNICAL MANAGEMENT

### **Communication Management Plan**

- The purpose of the Communications Management Plan is to define the communication requirements for the project and how information will be distributed. kjlkj
- This Communications Management Plan sets the communications framework for the Erasmus+ TEACHER project.
- It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change.
- In the Erasmus+ TEACHER project the cooperative and open communication approach will be used.
- All electronic media such as emails, Skype conversations, video-conferences will be used in order to keep expenses as low as possible.
- In addition, telephone conversations and meetings for interaction between the partners will be used.
- The management team proposes a general template for the project presentations (published on the project website);
- In advance, the management team proposed the meeting minute template and participation list template (published on the project website);
- General correspondence will be done via mail: [teacher.unt.ba@gmail.com](mailto:teacher.unt.ba@gmail.com)
- The following table presents contact information/person for each partner/institution;
- The mail addresses in this table will be used to communicate with these people;

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| INSTITUTION                                 | ACRONYM | CONTACT PERSON            | EMAIL  |
|---|---------|---------------------------|--|
| University of Travnik                       | UNT     | Selma Seta                | <a href="mailto:teacher.unt.ba@gmail.com">teacher.unt.ba@gmail.com</a>                             |
| University of Bihac                         | UNBI    | Dzalila Muharemagic       | <a href="mailto:dzalila.muharemagic@unbi.ba">dzalila.muharemagic@unbi.ba</a>                       |
| University of Tuzla                         | UNTZ    | Ljubica Tomic - Selimovic | <a href="mailto:ljubica.tomic@untz.ba">ljubica.tomic@untz.ba</a>                                   |
| University of Mostar                        | SVEMO   | Zora Pilic                | <a href="mailto:zpilic@sve-mo.ba">zpilic@sve-mo.ba</a>   |
| Herzegovina University                      | SVEHERC | Marko Antonio Brkic       | <a href="mailto:marko-antonio.brkic@hercegovina.edu.ba">marko-antonio.brkic@hercegovina.edu.ba</a> |
| Independent University of Banja Luka        | NUBL    | Mirjana Stojanovic        | <a href="mailto:mirjana.nubl@gmail.com">mirjana.nubl@gmail.com</a>                                 |
| DZPU  | DZPU    | Ljubica Cosic             | <a href="mailto:ljubicacosic@gmail.com">ljubicacosic@gmail.com</a>                                 |
| University of Zagreb                        | UNIZG   | Sinisa Opic               | <a href="mailto:sinisa.opic@ufzg.hr">sinisa.opic@ufzg.hr</a>                                       |
|   |         | Lidija Cvikic             | <a href="mailto:lidija.cvikic@ufzg.hr">lidija.cvikic@ufzg.hr</a>                                   |
| The Manchester Metropolitan University      | MMU     | Geraldine Lee – Treweek   | <a href="mailto:G.Leetweek@mmu.ac.uk">G.Leetweek@mmu.ac.uk</a>                                     |
|   |         | Karolina Kardas           | <a href="mailto:k.kardas@mmu.ac.uk">k.kardas@mmu.ac.uk</a>   |
| „1 Decembrie 1918“ University of Alba Iulia | UAB     | Dan Iordachescu           | <a href="mailto:daniordach@yahoo.com">daniordach@yahoo.com</a>                                     |
| Matej Bel University                        | UMB     | Katarina Vancikova        | <a href="mailto:katarina.vancikova@umb.sk">katarina.vancikova@umb.sk</a>                           |

## IMPORTANT:

- All project materials and presentations should have the project logo and ERASMUS+ logo.
- Any publication should have the disclaimer mentioned above.
- For more information read: „*Guidelines for the Use of the Grant*“ (published on [www.teacher.unt.ba](http://www.teacher.unt.ba))

## FINANCIAL MANAGEMENT

- The financial part of the project will be based on the Grant Agreement, the Partnership Agreement, Annexes and the Budget of the project.
- Both the coordinator and the beneficiaries are responsible for the financial management of the project.
- All the supporting documents will be kept from the beginning up to 5 years after closure of the project.
- All supporting documents – specified in the *Guidelines for the Use of the Grant*.
- Possibility to adjust the estimated budget – increase up to 10% (*Guidelines for the Use of the Grant: 2.3.3.3 Change in the budget breakdown*)
- **Financing approach:** Unit Costs (Staff Costs, Travel Costs and Costs of Stay); Actual Costs (Equipment and Subcontracting)

### **BUDGET HEADINGS:**

- 1) STAFF COSTS
- 2) TRAVEL COSTS AND COSTS OF STAY
- 3) EQUIPMENT
- 4) SUBCONTRACTING

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- **STAFF COSTS**

- *Detailed information is provided in the Guidelines for the Use of the Grant.*
- *Supporting documents: List of supporting documents is provided below in the table.*

The applicable staff categories to be applied are the following:

- **Managers** (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- **Researchers, teachers and trainers (RTT)** typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- **Technical staff** (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- **Administrative staff** (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

## Unit Costs for Staff Costs (Amounts in Euro per day)

| Country                | PR/PA               | Manager | Teacher/Trainer/<br>Researcher | Technical<br>Staff | Administrative<br>Staff |
|------------------------|---------------------|---------|--------------------------------|--------------------|-------------------------|
| Bosnia and Herzegovina | Partner Countries   | 108,00  | 80,00                          | 57,00              | 45,00                   |
| Romania                | Programme Countries | 88,00   | 74,00                          | 55,00              | 39,00                   |
| Slovakia               | Programme Countries | 88,00   | 74,00                          | 55,00              | 39,00                   |
| United Kingdom         | Programme Countries | 280,00  | 214,00                         | 162,00             | 131,00                  |

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- **Travel Costs and Costs of Stay**

- *Detailed information is provided in the Guidelines for the Use of the Grant.*
- *Supporting documents: List of supporting documents is provided below in the table*

This budget heading contributes to the costs of travel and stay for staff and students participating in activities directly related to the achievement of the project. These costs are covered on the basis of unit costs.

*\*The existence of a formal contractual relationship between the employee and the beneficiary institutions is required in order to participate to any travel.*

The unit costs to be applied are defined in the following table and are calculated taking into account the following variables: the travel distance (for travel costs) and the duration in days (for costs of stay).

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## Travel Costs

Travel distances must be calculated using the distance calculator supported by the European Commission: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

| Distance band            | Unit cost per participant |
|--------------------------|---------------------------|
| Between 100 and 499 KM   | 180 EUR                   |
| Between 500 and 1999 KM  | 275 EUR                   |
| Between 2000 and 2999 KM | 360 EUR                   |
| Between 3000 and 3999 KM | 530 EUR                   |
| Between 4000 and 7999 KM | 820 EUR                   |
| 8000 KM or more          | 1100 EUR                  |



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## Costs of Stay

Costs of stay are based on the duration of the activities of the participants.

| <b><u>STAFF</u></b>   | <b>Unit cost per day<br/>per participant</b> |
|---|--|
| <b>Up to the 14<sup>th</sup> day of activity</b><br>+                               | <b>120 EUR</b>                               |
| <b>Between the 15<sup>th</sup> and the 60<sup>th</sup><br/>day of activity</b><br>+ | <b>70 EUR</b>                                |
| <b>Between the 61<sup>st</sup> day of<br/>activity and up to 3 months</b>           | <b>50 EUR</b>                                |

| <b><u>STUDENT</u></b>  | <b>Unit cost per day<br/>per participant</b> |
|--|--|
| <b>Up to the 14<sup>th</sup> day of activity</b><br>+                          | <b>55 EUR</b>                                |
| <b>Between the 15<sup>th</sup> and the 90<sup>th</sup> day<br/>of activity</b> | <b>40 EUR</b>                                |

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- **Equipment**

- *Detailed information is provided in the Guidelines for the Use of the Grant.*
- *Supporting documents: List of supporting documents is provided below in the table*

After receiving the list of equipment to be purchased, from each beneficiary, the coordinator will make purchase and payment on behalf of all beneficiaries from Bosnia and Herzegovina according to the real costs.

Equipment is intended **exclusively** for the Partner Country Higher Education Institutions (as defined in the Programme Guide) which are included in the partnership where it must be installed as soon as practically possible. Under no circumstances may equipment be purchased for any Programme Country institution/organisation or for non-higher education institutions in the Partner Countries. The equipment must be recorded in the inventory of the institution where it is installed; this institution is the sole owner of the equipment. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker provided by the Agency.

The following costs are not considered eligible: equipment such as furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems.

The list for the equipment requested by the partner institutions should be sent and agreed with the coordinator and all the supporting documents should be provided. University of Travnik will conduct a tender procedure and purchase the equipment according to the lists.

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- **Subcontracting**

- *Detailed information is provided in the Guidelines for the Use of the Grant.*
- *Supporting documents: List of supporting documents is provided below in the table*

Subcontracting refers to the implementation of specific tasks being part of the action, by a third party, to which a service contract has been awarded by the consortium partner institution.

Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves. Subcontracting must be done on the basis of a contract, which should describe the specific task being carried out and its duration. It must include a date, project number and the signature of both parties. Beneficiaries and their staff members are not allowed to operate in a subcontracting capacity for the project.

Typical activities which may be sub-contracted (provided they are not carried out by beneficiaries' staff) are:

- Evaluation activities and auditing (Certificate on the Financial Statement)
- IT courses
- Language courses
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance
- Logistic support for the organisation of events, etc.

**In order to prevent double funding by the grant, catering and hospitality costs (e.g. during project events) for participants receiving Costs of Stay cannot be covered by subcontracting. Under no circumstances should these costs be charged to the project twice.**

Within 30 days of receipts of the proofs and documents that the activities under subcontracting are implemented according to the project objective, the coordinator will reimburse/transfer to the beneficiary's bank account the costs actually incurred in accordance with the budget breakdown.

- **Eligible and Ineligible Costs**

| <b>IMPORTANT: Eligible / Ineligible Costs</b> <i>(Guidelines for the Use of the Grant)</i>   |   |
|--|---|
| <b>ELIGIBLE COSTS</b>  | <b>INELIGIBLE COSTS</b>   |
| <ul style="list-style-type: none"> <li>☑ they are incurred during the eligibility period, with the exception of costs relating to the preparation of the final report and the corresponding supporting documents referred to in Articles II.23.2 and I.4.1</li> </ul>  | <ul style="list-style-type: none"> <li>☒ equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems</li> </ul>  |
| <ul style="list-style-type: none"> <li>☑ they are foreseen and included in Annex III of the Agreement</li> </ul>   | <ul style="list-style-type: none"> <li>☒ costs of premises (purchase, rent, heating, maintenance, repairs etc.); please note that the rent of premises for short events is not concerned</li> </ul>   |
| <ul style="list-style-type: none"> <li>☑ they are incurred in connection with the action as described in Annex I of the Agreement and are necessary for its implementation</li> </ul>  | <ul style="list-style-type: none"> <li>☒ costs linked to the purchase of real estate</li> </ul>   |
| <ul style="list-style-type: none"> <li>☑ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;</li> </ul> | <ul style="list-style-type: none"> <li>☒ expenses for activities that are not carried out in the project beneficiaries' country (see Annex IV of the Agreement), unless an explicit prior written authorisation has been granted by the Agency</li> </ul>   |
| <ul style="list-style-type: none"> <li>☑ they comply with the requirements of applicable tax and national legislation;</li> </ul>  | <ul style="list-style-type: none"> <li>☒ depreciation costs</li> <li>☒ return on capital</li> <li>☒ debt and debt service charges</li> <li>☒ provisions for losses or debts</li> <li>☒ interest owed</li> <li>☒ doubtful debts</li> <li>☒ exchange losses</li> <li>☒ costs of transfers from the Agency charged by the bank of a beneficiary</li> </ul>     |
| <ul style="list-style-type: none"> <li>☑ they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency</li> </ul>  | <ul style="list-style-type: none"> <li>☒ costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Agency for the purpose of implementing the Union budget)</li> </ul> |
| <p><b>*detailed information about Eligible and Ineligible Costs is provided in the <i>Guidelines for the Use of the Grant</i></b></p>  | <ul style="list-style-type: none"> <li>☒ contributions in kind from third parties</li> <li>☒ excessive or reckless expenditure</li> <li>☒ deductible VAT</li> </ul>   |

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- Overview of supporting documents per budget heading**

| <u>Reimbursement basis</u> | <u>Budget Headings</u>          | <u>Documents to retain with project accounts</u>   | <u>Documents to be sent with the Final report</u>  |
|----------------------------|---------------------------------|--|--|
| <b><u>ACTUAL COSTS</u></b> | <i>Equipment</i>                | <ul style="list-style-type: none"> <li>*Invoices</li> <li>*Bank statements</li> <li>*Tendering procedure for expenses exceeding 25.000 EUR</li> <li>*Proof that the equipment is recorded in the inventory of the institution</li> </ul>   | <ul style="list-style-type: none"> <li>*Invoices and three quotations from different suppliers for expenses exceeding 25.000 EUR</li> <li>*Any prior authorisation from the Agency</li> </ul>              |
|                            | <i>Subcontracting</i>           | <ul style="list-style-type: none"> <li>*Subcontracts</li> <li>*Invoices</li> <li>*Bank statements</li> <li>*Tendering procedure for expenses exceeding 25.000 EUR</li> <li>*Tangible outputs/products</li> </ul>   | <ul style="list-style-type: none"> <li>*Sucontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000 EUR</li> <li>*Any prior authorisation from the Agency</li> </ul> |
| <b><u>UNIT COSTS</u></b>   | <i>Staff</i>                    | <ul style="list-style-type: none"> <li>*Formal employment contract</li> <li>*Staff convention</li> <li>*Time sheets</li> <li>*Salary slips</li> <li>*Agendas</li> <li>*Attendance/ Participant lists</li> <li>*Tangible outputs/ Products</li> <li>*Minutes of meetings</li> </ul> | <ul style="list-style-type: none"> <li>*No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</li> </ul>  |
|                            | <i>Travel and Costs of Stay</i> | <ul style="list-style-type: none"> <li>*Individual Travel Report (ITR)</li> <li>*Invoices, receipts, boarding passes</li> <li>*Agendas</li> <li>*Attendance/ Participant lists</li> <li>*Tangible outputs/products</li> <li>*Minutes of meetings</li> </ul>                        | <ul style="list-style-type: none"> <li>*No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</li> </ul>  |