



# FLOOD CBA

Knowledge Platform for assessing  
the costs and benefits of flood  
prevention measures

*funded by the EC Civil Protection Financial Instrument*

Thessaloniki, 1<sup>st</sup> Coordination Meeting  
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# FLOOD CBA

- Administrative Issues
- Financial Issues
- Technical Issues

*according to*

- a) Guidelines given at the Kick - Off meeting, Brussels, January 17<sup>th</sup> 2013
- b) Grant Agreement
- c) Partnership Agreements



# FLOOD CBA

## Administrative Issues

### Role and Obligations of the Coordinating Beneficiary

- solely legally and financial responsible for the implementation of the project
- 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



# FLOOD CBA

## Administrative Issues

### Role and Obligations of the Coordinating Beneficiary

- Necessary documentation for the transfer of the advance payment (60% of the EC grant)
  - ✓ *Partnership Agreement*
  - ✓ *Financial Identification*
  - ✓ *Subsidy Invoice*



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## Administrative Issues

### Common Obligations of Coordinating Beneficiary and Partners

- Maintain up-to-date books of account
- Set in place an analytical accounting system
- 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 Coordinating Beneficiary and Partners

- Deliver to beneficiary copies of all supporting documents (salary slips, time sheets, invoices, payment proofs, tender documents, etc)
- No standard format for Time Sheets  
*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

- Provide “certificates” for partners that cannot recover VAT
- No external audit for final payment (40% of EC grant) is required
- Ownership of project results.



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## Financial Issues

### Eligible Costs

Only costs that:

- were foreseen in the budget
- are directly linked and necessary for carrying out the project
- are reasonable

### *Examples*

- 1) 5 seminars instead of 4 - eligible but give explanations
- 2) 2 PCs but none foreseen - most likely not eligible
- 3) office material at the end of the project - not eligible
- 4) Business class tickets - not eligible





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## Financial Issues

### Ineligible Costs

... among others

- The exchange rate losses
- License or patent fees related to the protection of intellectual property rights



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## Financial Issues

### Personnel Costs

- Employees costs – salary slips
- Contractual personnel – invoices
  - only in the case when the contractor uses the premises of the project partner and is occupied on various tasks of the project*
- Calculated based on actual gross salary
  - Add up all salary components, i.e. hourly rate or fixed month salary, 13th/14th salary, various allowances, etc*
- 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 your boarding cards!



# FLOOD CBA

## 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



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## Financial Issues

### 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.
- Must be identifiable and justifiable in the accounting system



# FLOOD CBA

## Financial Issues

### official Budget Modification

- When transfer of costs exceed 10% AND 30.000 Euro

*example*

	Original Budget	Required Modification	Explanation
Personnel	350.000	plus 35.000 - YES	= 10% and > 30.000
Sub-contracting	50.000	plus 10.000 - NO	> 10% but < 30.000
Overheads	= 7% of eligible budget	No raise acceptable	Max 7%

Any amendment to the Grant Agreement should be requested **at the latest** 2 months before the end of the project !



# FLOOD CBA

## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
A	<b>Management and Reporting to the EC</b>  <b>Responsible:</b> <i>Lead Partner</i>	1/1/2013	31/12/2014	<b>A1.</b> Organizational set-up <b>A2.</b> Development of the project monitoring and evaluation system <b>A3.</b> On going project management <b>A4.</b> Quality management and assurance	<ul style="list-style-type: none"> <li>•Project Work Plan</li> <li>•Project's organizational structure</li> <li>•Project Monitoring and Evaluation System</li> <li>•2 Progress reports</li> <li>•Final report to the EC</li> <li>•Coordination meetings</li> <li>•Quality Handbook</li> <li>•Interim and Final Quality report</li> </ul>
B	<b>Building the stakeholders' capacity</b>  <b>Responsible:</b> <i>AB5</i>	1/2/2013	31/7/2013	<b>B1.</b> Development of peer to peer Network <b>B2.</b> Collection of background information <b>B3.</b> Assessment of stakeholders' needs	<ul style="list-style-type: none"> <li>•Information Exchange Network – List of members</li> <li>•Consultation Plan</li> <li>•Stakeholders' Questionnaire for the consultation process</li> <li>•Report on Stakeholders' views</li> </ul>



# FLOOD CBA

## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
C	<p><b>Improving the Process of Knowledge</b></p> <p><b>Responsible:</b> AB1 &amp; LP</p>	1/8/2013	30/4/2014	<p><b>C.1</b> Development of common characterization framework</p> <p><b>C.2</b> Set up of the knowledge base platform</p> <p><b>C.3</b> Creation of support tools</p>	<ul style="list-style-type: none"> <li>•Common characterization framework</li> <li>•Knowledge Base platform</li> <li>•Guidelines for the implementation of a Cost Benefit Analysis</li> <li>•Guidelines for the presentation of other assessment methods of flood prevention measures</li> </ul>
D	<p><b>Implementation of Pilot Activities</b></p> <p><b>Responsible:</b> AB4</p>	1/5/2014	30/11/2014	<p><b>D1:</b> Training of stakeholders</p> <p><b>D2:</b> FLOOD CBA Exercise Test</p> <p><b>D3:</b> Operation of FLOOD CBA Helpline</p>	<ul style="list-style-type: none"> <li>•Training seminars, one in each participating project country</li> <li>•On line questionnaire on the operation of the FLOOD CBA Platform</li> <li>•Results of answered questionnaires</li> <li>•FLOOD CBA Helpline Centre</li> <li>•Report of improvements for the operation of the Helpline Center</li> </ul>





# FLOOD CBA

## Technical Issues

### Deliverables and Timetable

Task ID	Task Title	Start Date	End Date	Actions	Deliverables
E	<p><b>Information, Communication and Capitalization measures</b></p> <p><b>Responsible:</b> AB2 &amp; LP</p>	1/1/2013	31/12/2014	<p><b>E1.</b> Compilation of Communication and Dissemination Handbook</p> <p><b>E2.</b> Information and publicity actions at regional/ national level</p> <p><b>E3.</b> Information and publicity actions at EU and International level</p> <p><b>E4.</b> Capitalisation measures and Follow-up activities</p>	<ul style="list-style-type: none"> <li>•Communication and Dissemination Handbook</li> <li>•Project web site</li> <li>•Informative workshops</li> <li>•Informative Leaflets</li> <li>•Books of Guidelines</li> <li>•Articles in national and international press (at least 2)</li> <li>•e-Newsletters (at least 4)</li> <li>•Press releases</li> <li>•Booklet of the project achievements</li> <li>•Final conference</li> <li>•Capitalisation Plan</li> <li>•FLOOD-CBA Portal</li> <li>•FLOOD-CBA Forum</li> <li>•Exploitation Agreement</li> <li>•Layman's Report</li> </ul>



# FLOOD CBA

## Technical Issues

### Reporting

- 2 Project Reports

1<sup>st</sup> → 31/8/2013

*It may concern Actions and Costs from 1/1/2013-31/7/2013*

2<sup>nd</sup> → 30/4/2010

*It may concern Actions and Costs from 1/1/2013-31/3/2014*

- Final Report → 31/3/2015

*3 months after the completion of the project. It will concern the whole duration of the project.*

*Standard Financial Forms!*



# FLOOD CBA

## Task A

### Actions under preparation

- Monitoring and Evaluation System - LP
- Quality Handbook - LP
- Organizational structure - All partners

Units of the organisational structure:

- 1) *Lead Partner*
- 2) *Project Coordination Unit (CO)*
- 3) *Steering Committee - one representative by each partner*
- 4) *Regional Coordination Office - regional manager by each partner and financial officer*
- 5) *Working Group - staff members of each partner*



# FLOOD CBA

## Task A

### Coordination Meetings

- 1<sup>st</sup> CM – February 2013, Thessaloniki
- 2<sup>nd</sup> CM – May 2013, Oxford or London
- 3<sup>rd</sup> CM – September 2013, Bucharest
- 4<sup>th</sup> CM – January 2013, Lisbon
- 5<sup>th</sup> CM – May 2014, Wiesbaden
- 6<sup>th</sup> CM – September 2014, Seville
- Final CM – December 2014, Thessaloniki

Deliver supporting documentation to the Coordinating

Beneficiary in each coordination meeting !



# FLOOD CBA

## Task E

### Actions under preparation

- Communication and Dissemination Handbook – LP and AB2

- Website – LP

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

The website will be developed in English.

Dissemination sections and access pages maybe developed in other languages



# FLOOD CBA

## Task E

### Actions under preparation

- Logo – All partners  
*..... one proposal*

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# FLOOD CBA

## Task E

### Forthcoming Actions

- Informative workshops – one by each partner  
*Public awareness, Dissemination of questionnaires, Formation of networks*
- Informative leaflets – AB2  
*Initial format in English - Translation in other languages*
- Newsletters – AB2  
*At least 4 during the project (one every six months)*  
Suggestion : 1<sup>st</sup> Newsletter before the organization of the workshops in May



# FLOOD CBA

## Technical Issues

### Summary of Actions until the 2<sup>nd</sup> CM

#### TASK A

- Monitoring and Evaluation System
  - Quality Handbook
  - Organizational Structure
- 

#### TASK B

- Consultation Plan
  - Stakeholders' Questionnaire
- 

#### TASK E

- Website
- Communication & Dissemination Handbook
- Workshops
- Leaflet
- 1<sup>st</sup> Newsletter
- Press releases in view of the workshops





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**Thank you very much!**