

MIMI

Modernisation of Institutional Management of
Internationalization in South Neighboring Countries

Kick-off Meeting

23 January 2014 - Amman, Jordan



Tempus



Universitat de Barcelona



Modernisation of Institutional Management of
Internationalization in South Neighboring Countries

DURATION OF THE ACTION

- Total duration: 36 months
- Official Starting date: 1 December 2013
- Closing date: 30 November 2016



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I. PROJECT FINANCE (Euros)

Tempus EC's Grant	991.657,65
Partner's co-financing	110.224,50
TOTAL PROJECT FINANCE	1.101.882,15



II. PROJECT COSTS (Euros)

Staff Costs	408.859,20
Travel Costs and Costs of Stay	385.723,20
Equipment	151.360
Printing and Publishing	43.404
Other costs	112.535,75
TOTAL ELIGIBLE DIRECT/INDIRECT COSTS	1.101.882,15



CO-FINANCING: Partners of the project

-The co-financing should represent at least 10% of the total eligible costs at the end of the project.

-Own contribution:

Contributions in kind will not constitute eligible costs.

The source of Co-financing to be provided by partners shall be other than Commission funds.

IMPORTANT: STAFF COSTS ARE NOT ELIGIBLE FOR PUBLIC BODIES (cannot be financed or presented as co-finance in the project)



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FINANCIAL RULES

I. Staff costs

To cover the costs of staff directly necessary for the achievement of the results which are not covered by other sources of funding.

Supporting documents:

- **Staff Convention** (Annex 1 of TEMPUS Guidelines)
- **Timesheets**



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II. Travel costs and costs of stay

To cover the costs of travel and subsistence allowances of staff for mobilities for all partners (including public bodies)

- In each event the organizer and the coordinator will agree on the better way to make the expenditures.
- Only ECONOMY AIRFARE and the lowest available train/bus costs (according to the maximum stipulated in the Annex V of the Partnership Agreement).
- Original Boarding Passes are requested for the flights covered in MIMI project.
- Perdiems will be paid according to the University of Barcelona's rules and TEMPUS' Guidelines





II. Travel costs and costs of stay

Mandatory supporting documents:

- a SIGNED & filled-in **Individual Mobility Report** for each mobility using the standard form (Annex 2 of TEMPUS Guidelines)
- Readable copies of travel tickets, invoices, original boarding passes, receipts, etc.
- Copy of passport



How to justify and claim the reimbursement of the expenditure incurred?

- ✓ **ANNEX VII of the Partnership Agreement: Request for reimbursement or payment**

This template must be used to claim any reimbursement of travel costs incurred in the framework of the project activities. It should be send together with the **original ticket, original invoice, boarding passes, etc** by email and by regular post to the University of Barcelona.



III. Equipment

To cover the costs of equipment directly relevant to the project's objectives

Supporting documents:

- Readable copies of invoices if the purchase.
- Names of the firms consulted (min. 3) have to be indicated in the Financial statement of the final report





IV. Printing & Publishing

Printing & Publishing budget heading can cover:

**paper and electronic productions (electronic form), Web design,
photocopying of teaching, materials/documentation.**

NB: General photocopies are not eligible.

Supporting documents:

- All invoices and proofs of payment



V. Other costs

- For dissemination of information (advertising in media, promotional materials e.g.: pens, bags, posters, etc.)
- Bank charges
- External audit fees, etc...

Supporting documents:

- Original invoices and proof of payment



VI. Exchange rates

Which exchange rate should be applied?

-From the start of the eligibility period until the date of receipt of the second pre-financing: the rate of the month in which we have received the first pre-financing:

JANUARY 2014

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

-From the date of receipt of the second pre-financing until the end of the eligibility period: the rate of the month in which we receive the second pre-financing



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Partnership Agreement

- Prepared by the UB

Deadline

- Will be communicated shortly



Conditions of partnership agreement

Duties of the Partner

**Remuneration and individual terms of
payment**

VAT and other taxes

Confidentiality Policy

Jurisdiction





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THANK YOU!

Questions?



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