

11th BESTPRAC

WG1/WG2/WG3 Meeting

“Report WG2: Finance”

March 11-12, 2019 | Tallinn, Estonia

During the BESTPRAC Meeting in Tallinn, WG2 members (42 attendants from 24 COST Countries) analysed and discussed the following topics, related to the two of the three WG 2 objectives for the period 2018-2020

1. Financial implementation of Grant Agreement with all Amendments

- 1.1 Financial Management of H2020 Projects - Guide to Best Practice Based on BESTPRAC members' experience
- 1.2 New version of AGA (Version 5.1 from 6 December 2018) - History of changes

2. Supporting cross - WG topics

- 2.1 BESTPRAC FAQs – Financial questions/answers
- 2.2 The Coordinator's Survival Kit

[Financial Management of H2020 Projects - Guide to Best Practice Based on BESTPRAC members' experience](#)

Marija Sola Spasic, University of Belgrade -School of electrical engineering, Chair of WG2, reminded the attendants that the “pre-final” version of the Guide had to be adopted during that WG2 Meeting. Therefore, Subgroups Leaders were asked to prepare very short presentation (two slides) for the meeting with following topics:

1. Content of the chapter for which they were in charge
2. Major changes/ Updates which were done in the version I of the Guide (version which was presented during the meeting in Belgrade).

During this session of the meeting, each Subgroups Leader presented the content and major changes to the chapter under his/her coordination, and discussed with the WG2 Chair and the participants, who posed questions and made comments, reaching following decisions:

- “pre-final” version of the Guide was approved, but small improvements were requested (text/examples that needed to be added) only in the following sections:
 1. Short Forward needs to be added - prepared by Jagdees Pabla, Coventry University, UK – approved during the meeting

2. Chapter 3 - Additional explanation in examples – 3.3.1 and 3.2.3 - Olja Ulični Nikšić, University of Zagreb's School of Medicine, Croatia
3. Chapter 3 - Add references under tables in Chapter 3 - Géraldine Leonard, University of Orleans, France
4. Chapter 4 - Page 41 – Table or text should refer to Chapter 3 - Per Inge Andersen, Norges teknisk-naturvitenskapelige universitet, Norway
5. Chapter 4 - All changes/improvements should be sent to Martin Grancay - Per Inge Andersen, Norges teknisk-naturvitenskapelige universitet, Norway
6. Chapter 5 - Add text about threshold 325000 without indirect costs for CFS – 5.3 - Marina Kostic, Center for the promotion of science, Serbia
7. Chapter 5 - Section 5.2 (5.2.1 – 5.2.4) should be rewritten - Barbara Doric, The National Institute of Chemistry, Slovenia
8. Chapter 6 - Add text about administrative sanctions according to the AGA – Article 45 - page 312 - Riccarda Moser, Fondazione Edmund Mach di San Michele all'Adige, Italy
9. Chapter 7 - Add text about threshold of 325 000 for CFS without indirect costs + examples - Riccarda Moser, Fondazione Edmund Mach di San Michele all'Adige, Italy
10. Chapter 7 - Add information about new electronical system on PP - Riccarda Moser, Fondazione Edmund Mach di San Michele all'Adige, Italy

Deadline: 25th March 2019

- All these improvements will be added to the document and final version of the Guide which will be published on BESTPRAC website

Deadline: 1st April 2019

New version of AGA (Version 5.1 from 6 December 2018) - History of changes

- Marija Sola Spasic, University of Belgrade -School of electrical engineering, Chair of WG2, explained to the participants that the new version of AGA was published on December 6, 2018 and presented the history of changes. During this presentation, special attention was paid to the following changes which reflect on the topics covered in our Financial Guide:
 - o AGA – Article 6.1 - This text was added: "Cost eligibility is NOT the same as beneficiary/action eligibility. The latter are normally checked upstream (before Grant Agreement/Amendment signature) in order to make sure that only eligible beneficiaries/actions are selected for a grant. Loss of eligibility during an ongoing grant normally leads to termination or change of status (see Articles 50 and 55); costs become automatically ineligible as from the date of loss of eligibility. "
 - o AGA – Article 8: Resources to implement the action – Third parties involved in the action – Specific cases (third parties involved in the action) – The

following example is added: "In this case, the option in Article 41.2(b) for authorizations to administer must be added to the grant agreement. The bank account number to be provided under Article 21.8 must be that of the entity and the payments will be transferred directly to it. The entity must therefore be registered in the Participant Register and validated by the Commission/Agency. It will get its own PIC — although it is not a beneficiary. The costs of the entity may be declared by the coordinator as in-kind contributions (free of charge or against payment; see Articles 6, 11 and 12). "

- AGA – Article 20 - Reporting – Payment Requests – The following statement is added: "However, costs previously audited by the Commission/Agency are NOT counted for the EUR 325 000 threshold and they do not need to be covered (again) by the certificate)"
- AGA – Article 22.1.3 - Right to carry out audits – Procedure - "If there are cost adjustments in favour of the EU budget to be made on the basis of the audit, please do not take any immediate action (do NOT deduct them from the next financial statement). If needed, the adjustments will be done by the Commission/Agency and you will be informed about them in the payment letter or audit implementation pre-information letter (with the possibility to take position). "
- After discussion with the WG2 Chair and the participants, and after considering their questions and comments, the following conclusions were reached:
 - Novelties are not significant from the standpoint of our Financial Guide, because all of the topics or additional explanation of existing rules or special cases deal with issues that were not considered in our Guide.
 - Only sentences or examples were added into AGA, and were not repeated in the text, nor did the changes have any effects on other parts of the document
 - No need to incorporate any of these novelties into the Chapters of the adopted Guide.
 - Final version of the document named "Financial Management of H2020 Projects - Guide to Best Practice Based on BESTPRAC members' experience" should refer to AGA 5.1

BESTPRAC FAQs – Financial questions/answers

Final version of Bestprac financial questions/answers, divided in three groups, was published on the following address: <https://bestprac.eu/outputs/horizon-2020-faq/>

Marija Sola Spasic, University of Belgrade -School of electrical engineering, Chair of WG2, asked for comments and suggestions. WG2 attendants did not have any additional comments/suggestions and the financial FAQs was approved.

Support for H2020 coordinators and the Coordinator's Survival Kit

Per Inge Andresen, Norges teknisk-naturvitenskapelige universitet, Norway, presented the experience of his institution and the experience of the Ghent University in supporting coordinators of H2020 Projects. After that, he presented the following:

- Why a Survival Kit for Coordinators?
- The objectives and potential value of the Kit
- The Kit's target groups
- Potential formats of the Kit
- What should be in the Coordinator's Survival Kit?
- Cross-cutting vs. WG-specific issues
- The project life-cycle perspective
- Issues for the Coordinator's Survival Kit

During the session "Pick and choose parallel sessions: WG2: Coordinator's Survival Kit as one of the cross WGs deliverables" WG2 attendants and guests from WG1 and WG3 discussed the possibility of working together on this topic, and what could be the realistic achievements in the short period until the end of the project, reaching the following conclusions:

- Main idea is to collect all our products and summarize them in one document
- The participants agreed they should follow the project life-cycle and list all issues which can be important for coordinators of H2020 projects (administrative issues, financial issues and legal issues)
- The participants agreed that they should summarize all the outputs which can be helpful for selected target groups (Princip investigator of Research administrator/ Adviser / Admin. Officer) and if it is confirmed that some of these issues were not discussed during the BESTPRAC project life, we should point this out as a fact. It could be helpful to show why this network should continue in the future.
- Per Inge Andresen, Norges teknisk-naturvitenskapelige universitet, Norway should prepare a table for data collection - Deadline: March 18, 2019
- Each WGs should provide inputs by April 15, 2019
- First draft of Introduction and Draft version of deliverable should be prepared by May 15, 2019
- The timeframe for the revision of the "draft version" will be from May 15 until May 31, 2019
- Final format of this deliverable should be prepared before the summer break – Deadline: Jun 14, 2019

Chair of WG2 was tasked with sending the conclusions from this meeting to the leaders of other WGs (WG1 and WG3), asking them to collect the information from the administrative and legal point of view, and provide their inputs in the most efficient way.

Topics and Volunteers for the next WG2 meeting

Topic 1:

Coordinator's Survival Kit

Volunteers: *Per Inge Andresen*, Norges teknisk-naturvitenskapelige universitet, Norway
Dirk de Craemer, Ghent University, Belgium, *Jagdees Pabla*, Coventry University,

Barbara Doric, The National Institute of Chemistry, Slovenia, **Marija Sola Spasic**, University of Belgrade -School of electrical engineering, **Wolfram Rieneck**, Medical University of Innsbruck, Austria

Topic 2 :

Dissemination of the WG2 results (2014–2019)

Volunteers: **Katarzyna Szyniszewska**, Wydział Psychologii Uniwersytetu Warszawskiego, Poland , **Gyða Einarsdóttir**, The University of Iceland, **Primož Petek**, The Slovenian Forestry Institute , **Vanda Baloh**, The Research Centre of the Slovenian Academy of Sciences and Arts, **Irina Popescu**, The National Institute for Research and Development in Microtechnologies – IMT Bucharest, Romania , **Alistair Brown** , University of Bradford, UK, **Olja Ulični Nikšić**, University of Zagreb’s School of Medicine, Croatia

Topic 3:

Financial management of EU projects

Volunteers: **Marina Kostic**, Center for the promotion of science, Serbia , **Olja Ulični Nikšić**, University of Zagreb’s School of Medicine, Croatia, **Vera Shiko**, Institute of Transport, Albania, **Martin Grančay**, The Faculty of Chemical and Food Technology, Slovakia , **Dace Karkle**, Latvian Institute of Organic Synthesis