



Federal Ministry  
of Labour  
and Social Affairs



# **WORKSHOP A**

## **Sound financial management**

*Berlin, 22 October 2014*





Federal Ministry  
of Labour  
and Social Affairs



# Opening

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***Federal Ministry of Labour and Social Affairs***





# Interview

## Financial management of the IdA programme

***Franklin Gnipieven-Nguendia***

*Federal Office of Administration*

***Stephanie Koenen***

*Federal Ministry of Labour and Social Affairs*



# Presentation

## Eligibility questions in transnational mobility measures

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## Overview

**(1) Type of costs**

**(2) Split of costs**

**(3) Use of simplified cost options (incl. audit and control)**



## (1) Type of costs

- Costs in the following **project phases**:
  - Partner finding and project preparation
  - Participant recruitment
  - Participant preparation
  - Stay abroad
  - Follow-up



## (1) Type of costs

### Agreement TLN Mobility

**1. Expenses for activities in all project phases are eligible**

**2. Exact type and nature of costs eligible in the different phases are decided by the national/regional authorities**



## (2) Split of costs

A) Costs incurred  
in sending country

B) Costs in  
hosting country  
related to  
individual  
participant

C) Costs of  
partner in  
hosting  
country

Risk of double  
funding or no  
funding  
→ decision  
needed!!!

?

?



**Sending  
country**



**Hosting  
country**





## (2) Split of costs

### Agreement TLN Mobility

**1. Sending country is carrying all costs related to activities for their participants**

**2. All costs:** Cost in the **sending country** and in the **hosting country**



## (2) Split of costs

### Agreement TLN Mobility

**3. Costs in hosting country related to individual participant are paid by the sending country**

***(Recommendation:  
Use of SCO)***

B) Costs in hosting country related to individual participant



**Sending country**



## (2) Split of costs

### Agreement TLN Mobility

**4. Costs of partner  
in hosting country  
are paid by the  
sending country**

***(Recommendation:  
Use of SCO)***

C) Costs of  
partner in hosting  
country



**Sending  
country**



simplify.

## (3) Use of SCO

### Agreement TLN Mobility

#### **1. Recommendation to use SCO**

(especially for costs  
incurring abroad)

**2. Exact rules**  
governing the use of  
SCO as well as the  
**size** of these are  
**decided by the**  
**national/ regional**  
**authorities**



simplify.

## (3) Use of SCO

- **Standard unit of costs “Costs host organisation”**
- **Standard unit of costs “Mobility costs related to participants”**
- **Audit and control**



simplify. (3) Use of SCO:  
Costs host organisation

- **Standard scales of unit costs cover:**
  - All costs of the host organisation
  
- **Calculation based on:**
  - Salary per day amount (= Unit cost) per days of stay abroad per group



### simplify. (3) Use of SCO Costs host organisation

- To get salary per day: **Adopting model from Erasmus+:**
  - Salary per day for "teachers, trainers, researchers, youth workers"
  - Simple model with EU 28 divided into four groups of Member States



simplify.

### (3) Use of SCO Costs host organisation

Daily rate per country group

Country group and countries	Daily rate in €
<b>Country group 1:</b> Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden	241
<b>Country group 2:</b> Belgium, France, Italy, Finland, UK, Germany	214
<b>Country group 3:</b> Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	137
<b>Country group 4:</b> Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovak Republic	74

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simplify.

### (3) Use of SCO Costs host organisation

- **Group size:** 8 -12 participants supervised by one social worker/youth worker of the hosting partner  
(For groups less than 8 and more than 12 participants:  
**reduction/addition 5 %** per participant)
- In addition to the days of the stay abroad **5 days extra available for project preparation** prior to arrival of the participants



simplify. **(3) Use of SCO  
Costs host organisation**

***Example: One Group (with 10 participants) stay 60 days in Spain***

▪ **Calculation:**

One group x 60 days x 137 € (rate Spain) = 8.220 €  
+ 5 days preparation x 137 € = 685 €

▪ **Total amount “Costs host organisation”:  
8.905 €**



simplify. **(3) Use of SCO**  
**Costs host organisation**

- **Provision of proof for the settlement of the unit costs**
  - agreement with participant
  - participant list
  - transnational cooperation agreement
  - proof of bank transfer



simplify.

### (3) Use of SCO Mobility costs participant

- **Standard scales of unit costs cover:**
  - Accommodation and subsistence allowances
  - Travel and transport costs incurred abroad
  - Insurance for the time of the stay abroad
  - Costs related to the support programme

*(Expenses for travelling abroad are not included)*
- **Calculation based on:**
  - Per day amount (= Unit cost) per days of stay abroad per participant



simplify. (3) Use of SCO  
Mobility costs participant

- To get per day amount: Use **mobility lump sum under IdA programme**
  - IdA Mobility lump sum based on Leonardo da Vinci
  - Convert monthly rates in daily rates
- **Increase** standard scales of unit costs by **up to 50 %** for participants with **additional special needs**



simplify.

### (3) Use of SCO Mobility costs participant

Standard scales of unit costs to settle participants' mobility costs

Country	Standard scales of unit costs in € per month and participant	Standard scales of unit costs in € per day* and participant
Belgium	1200	39.45
Bulgaria	1002	32.94
Denmark	1654	54.38
Estonia	954	31.36
Finland	1400	46.03
France	1418	46.62
Greece	1120	36.82
Ireland	1464	48.13
Iceland	1376	45.24
Italy	1350	44.38
Croatia	1041	34.98
Latvia	920	30.25

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simplify. **(3) Use of SCO  
Mobility costs participant**

***Example: One Group (with 10 participants) stay 60 days in Spain***

▪ **Calculation:**

10 participants x 60 days x 40,31 € (rate Spain) = **24.186 €**

▪ **Total amount “Mobility costs participants”:  
24.186 €**



simplify. **(3) Use of SCO  
Mobility costs participant**

- **Provision of proof for the settlement of the unit costs**
  - agreement with participant
  - participant list





simplify.

### (3) Use of SCO Audit and control

## Guidance on Simplified Cost Options (SCOs)

Flat rate financing,  
Standard scales of unit costs,  
Lump sums

(under Articles 67 and 68 of Regulation (EU) No 1303/2013, Article 14(2) –  
(4) of Regulation (EU) No 1304/2013 and Article 19 of Regulation (EU) No 1299/2013)

## Chapter 6.5: Audit and control approach



simplify.

### (3) Use of SCO Audit and control

- Audits will be carried out **on the basis of the calculation method used at Managing Authorities/ Intermediate Bodies level**
  - **Demand:** Keep adequate records of the calculation method and be able to demonstrate basis of the calculation method
  - **Calculation error:** correction proportionally to the mistake



simplify.

### (3) Use of SCO Audit and control

- Correct **application of unit cost** will be checked at **beneficiary level**
  - **Demand:** Be able to document project results and verify quantities
  - **Outputs/results are not justified:** full correction of unit costs paid



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# Questions/ Discussion


***Stephanie Koenen***

*Federal Ministry of Labour and Social Affairs*







# Outcome WS and support needs



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TLN MOBILITY LEARNING SEMINAR  
IMPLEMENTATION OF THE COORDINATED CALL

WORKSHOP A: SOUND FINANCIAL MANAGEMENT

SUMMARY

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Please write down TWO KEY THINGS that you have learned in this workshop:

1).....

.....

.....



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# Closing session

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