



engage



# Contractual Management



ENGAGE - Kick-off Meeting - Day 5  
Online Meeting - 26th February 2021

# ENGAGE IS AN ERASMUS+ CBHE PROJECT



**In 2014, the EC  
launched the  
ERASMUS +  
programme**

**We participated to the  
last call for application  
“Capacity Building  
Project in HE”**



**In February 2020, the  
ENGAGE project  
proposal was sent for  
evaluation**



**In August 2020, the  
ENGAGE project was  
selected (1005  
applicants only 164  
selected!)**





## ROLE OF THE PARTNER: DUTIES AND RESPONSIBILITY

- Equally responsible as the Coordinator;
- Precise knowledge of the proposal and the expected results;
- Know the contractual framework & the financial rules;
- Implement activities under their responsibility;
- Work in full transparency with the Coordinator (which needs to be informed of any changes or delays);
- Have the full support of their organisation;
- Be aware of any institutional and/or legal constraints that can affect the project implementation;
- Contribute to the dissemination of the project results in their organisation, community and/or region.



# ROLE OF THE COORDINATOR: DUTIES AND RESPONSIBILITY

- Oversees the implementation of activities;
- Ensures the respect of CBHE rules;
- Shares with the partners all documents related to the projects (e.g. financial reports);
- Manages the funds of the project and transfers funds to partners without delays;
- Central communication point with project partners and external stakeholders;
- Only intermediary with the EACEA for the submission of reports, payment and amendment request.

# GRANT AGREEMENT - INDEX

## I. Special Conditions

## II. Annexes

Annex I	Description of the action
Annex II:	General Conditions
--- Part A:	Legal and Administrative Provisions
--- Part B:	Financial Provisions
Annex III:	Estimated budget of the action
Annex IV:	List of beneficiaries and Mandates
Annex V:	Model Technical Implementation report(s)
Annex VI:	Model financial statement(s)
Annex VII:	Report of Factual Findings on the Final Financial Report



# SPECIAL CONDITIONS: DURATION OF THE PROJECT

- Expected duration of the project:
  - 36 months: 15-10-2017 / 14-10-2020
  - Due to the Covid-19 Pandemic, and depending on the implementation of WPs, the closing date could be shifted

# SPECIAL CONDITIONS: TRANSFER PAYMENTS

- The EU has transferred only the first installment of the budget to UNIBO (50%).
- As soon as the 70% of the first installment will be spent and correctly reported, an additional 40% of the budget will be transferred.
- The last installment will be transferred after the end of the project, ONLY once the final financial report will be presented and approved by EACEA.
- UNIBO will transfer to each partner the budget, according to the installment schedule agreed with them.



# SPECIAL CONDITIONS: PENALTIES FOR WEAK IMPLEMENTATION

- Reduction of the final grant in case of “weak implementation”.
- **When does the performance evaluation take place?**
  - During the implementation of the project
    - At **Progress Report** stage
    - As a result of a **Monitoring visit**
  - After the completion of the project
    - At **Final Report** stage
  - When is the coordinator informed?
    - After the assessment of the progress report (warning)
    - After the assessment of the final report (final decision)



# SPECIAL CONDITIONS: PENALTIES WITH PUBLICITY OBLIGATION

## ➤ **When does the performance evaluation take place?**

- At the same time as the performance assessment: i.e. at reporting stages as well as during field monitoring visits.

## ➤ **How are the publicity obligations verified?**

- Verification on project website and on the project documents (studies, reports, promotional material, etc.)

## ➤ **What is verified?**

- Respect of the Visual Identity
- Presence of the acknowledgement on the co-funding of the Erasmus+ Programme
- Presence of the Disclaimer concerning the content of the product

➤ [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)

# SPECIAL CONDITIONS: ADMINISTRATIVE AND FINANCIAL PENALTIES

## ➤ When?

- When the beneficiary...
  - has committed **substantial errors, irregularities or fraud**;
  - has made **false declarations** or **failed to submit information**;
  - or has been in serious **breach of contractual obligations**.

## ➤ What type of penalties could be applied?

- **Administrative penalties**: exclusion of all contracts or grants for a max. duration of 5 years
- **Financial penalties**: 2 to 10% of the beneficiary's grant contribution

## SPECIAL CONDITIONS: CHECKS AND AUDITS

- The Agency and/or the European Commission may carry out **technical and financial checks and audits** in relation to the use of the grant.
- Checks, audits or evaluations made by the Agency and/or the European Commission may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.
- Checks/audits: **during the implementation** of the Agreement **and for a period of five years** starting from the date of payment of the balance.

# PARTNERSHIP AGREEMENT

- It is **MANDATORY!**
- It is signed by the Coordinator and by each Partner, and then it is sent the EACEA for review.
- Two objectives:
  - **Transparency** and **formalisation** of project management procedures
  - **Commitment** to the project
- Guidelines available on Agency website
- Negotiated with partners
- **Signed at the highest level** (not by the coordinators!)



# PARTNERSHIP AGREEMENT

**Information on  
the project**



**Obligations and  
responsibilities**

**Financing the action  
Payment  
Arrangements**

**Budget details  
for each partner**



# PARTNERSHIP AGREEMENT

**Reporting and  
installments  
schedule**

**Communication  
(appointment of the  
project local coordinator)**

**Promotion and  
visibility**



**Ownership and  
property rights  
Conflict of  
interest**



# USEFUL MANAGEMENT DOCUMENTS AND LINKS

- Erasmus+ Programme Guide, reporting documents and dissemination guidelines:
  - [https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2020\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2020_en)
- Privacy Statement of the Education, Audiovisual and Culture Executive Agency of the European Union:
  - [https://www.eacea.ec.europa.eu/system/files/2021-01/privacy\\_statement-eacea\\_grants\\_new\\_2020\\_combined.pdf](https://www.eacea.ec.europa.eu/system/files/2021-01/privacy_statement-eacea_grants_new_2020_combined.pdf)
- Currency Converter:
  - [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)
- Dissemination and visual identity:
  - [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)



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