

ECGFA NET II

3rd Working Meeting

WP 1: Administration, coordination
and reporting

13th July 2017

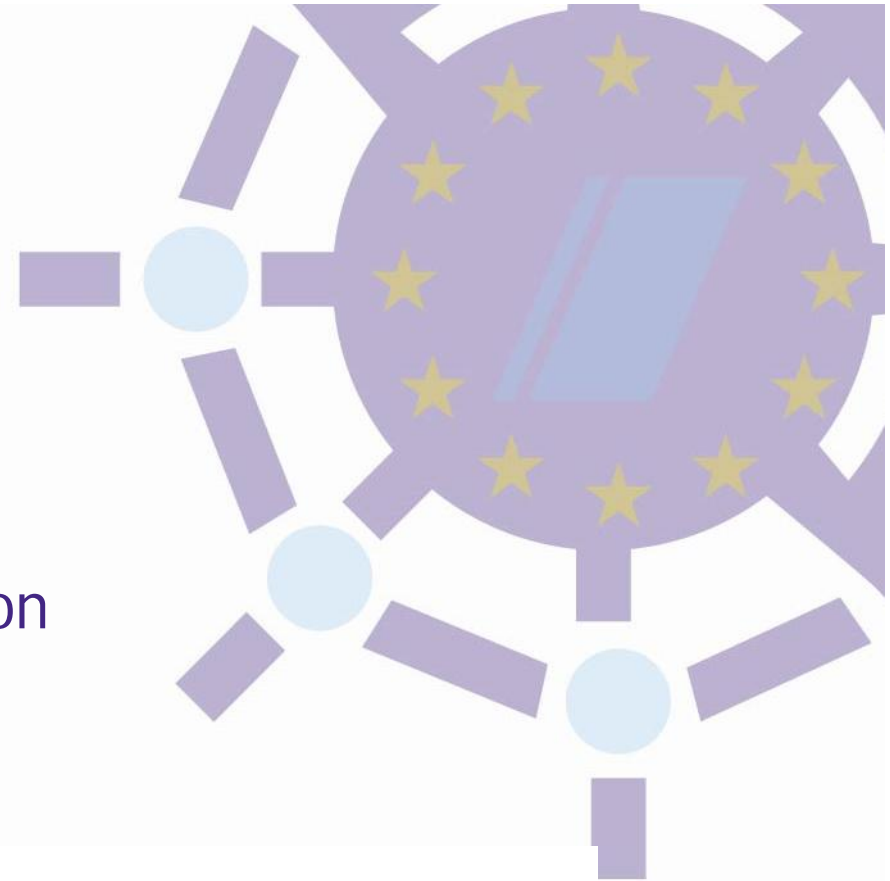


Rajavartiolaitos
Gränsbevakningsväsendet
The Finnish Border Guard



EUROPEAN
COAST GUARD FUNCTIONS
TRAINING NETWORK

Sofia
Härkönen,
project assistant



Topical issues



Interim progress report approved

- EASME has approved the intrerim progress report covering the project from October to April on June 19th.

Changes in the composition of the contributors

- French Customs has withdrawn from the project as of June 1st, 2017.
- The Spanish Customs and Guarda Nacional Republicana (GNR Portugal) have taken up their tasks related to the SQF work.
- The prepayment made for French Customs has to be claimed back.
- We have made the changes in the budget and the contract but EASME's approval is needed. The request for changes with supporting documents was made at the end of June.

Request for budget changes



We have proposed the following changes to EASME:

- A transfer of staff costs related to SQF work from French Customs to Guardia Nacional Republicana and the Spanish Customs:
 - 9 600 EUR from French Customs to GNR
 - 9 600 EUR from French Customs to Spanish Customs
- A transfer of travel costs related to SQF work from French Customs to Guardia Nacional Republicana and the Spanish Customs:
 - 1 900 EUR from French Customs to GNR
 - 1 900 EUR from French Customs to Spanish Customs
- A transfer of coordinating and hosting a Governing Board meeting from FBG to SASEMAR
 - 500 EUR from FBG to SASEMAR
- A transfer of executing the procurement of the web-portal's maintenance and hosting from Hellenic Coast Guard to FBG
 - 5000 EUR from HCG to FBG

These are budgetary changes only and need EASME's approval. No transactions are made for now.

Upcoming meetings



2nd Governing Board meeting: 14 Sep 2017 Gijón, Spain

3rd SQF Working Group Meeting: 18 Oct 2017, Italy

4th Working Meeting: 28-29 November 2017, Helsinki

ADMINISTRATION: Budget



Number of Beneficiary or Affiliated entity	Name of Beneficiary or Affiliated entity	Direct eligible cost					Subtotal of direct eligible costs	Indirect eligible costs	Total eligible costs	Requested Funding from the EU	Total budget	Left in the budget
		Staff Costs	Sub-contracting	Travel costs and Subsistence	Equipment	Other Specific Costs						
1	Finnish Border Guard	27 425	0	6 091	0	2 672	36 188	2 533	38 721		234 298	195 577
2	Italian Coast Guard	26 086	0	4 591	0	0	30 677	2 147	32 824		116 534	83 710
3	Cyprus Police (Cyprus Police Academy & Cyprus Port and Marine Police)	0	0	1 146	0	0	1 146	80	1 226		5 885	4 659
4	French Customs DGDDI	0	0	1 046	0	0	1 046	73	1 119		6 398	5 279
5	German Federal Police	0	0	0	0	0	0	0	0		5 885	5 885
6	Guardia Nacional Republicana	2 750	0	1 084	0	0	3 834	268	4 102		28 302	24 200
7	Guardia Civil	0	0	2 881	0	0	2 881	202	3 083		5 885	2 802
8	Hellenic Coast Guard	1 763	0	3 718	0	0	5 481	384	5 865		20 758	14 893
9	Portuguese National Maritime Authority	0	0	3 000	0	0	0	0	0		3 852	852
10	Portuguese Navy	0	0	0	0	0	0	0	0		3 852	3 852
11	Sociedad de Salvamento y Seguridad Marítima, Salvamento Marítimo (SASEMAR)	5 810	0	5 076	0	0	10 886	762	11 648		18 885	7 237
12	Spanish Customs and Excises, AEAT-DAVA	0	0	2 858	0	0	2 858	200	3 058		18 190	15 132
13	Swedish Coast Guard	0	0	3 490	0	0	3 490	244	3 734		3 852	118
14	UK Maritime and Coast Guard Agency	1 080	0	799	0	0	1 879	132	2 010		27 424	25 414
15	0	0	0	0	0	0	0	0	0			
TOTAL		64 914	0	32 779	0	2 672	100 365	7 026	107 391	0	500 000	389 609

ADMINISTRATION: Financial reporting



Reporting schedule

	October 2016	November	December	January 2017	February	March	April	May	June	July	August	September	October	November	December	Reporting period	Reporting period
WP 1			monthly report	monthly report	monthly report	monthly report	monthly report	Progress report covering months October-April	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	Preparation of the Final Report and possible clarifications for the Final report	Final report submitted to EC /EASME and possible clarifications for the Final report; Request for the Payment of the Balance
WP 2 - 4			monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report	monthly report		
Other contributors				Financial report		Financial report		Financial report		Financial report		Financial report		Financial report		Financial report	

Why is it so important to report the expenses every other month as agreed?

- Budgetary follow-up is impossible without the expenses!
 - ➔ If a contributor exceeds their budget, they will cover the excess themselves.
 - ➔ We have a carefully crafted budget – if we comply with that, budgetary planning in possible ECGFA NET III would be more functional.
 - ➔ For every eligible expense, there is a document – we need all the receipts and documentation!

IF YOU ARE NOT REPORTING BECAUSE YOU HAVE TROUBLE WITH IT, PLEASE ASK US FOR HELP!

COUNTING THE SALARY – HOURLY RATE



Example: John Smith, FBG, hourly rate calculation in year 2017

STEP 1: Count productive days per year

Calendar days per year minus weekends: 261 in 2017

Annual holidays = an estimation of holidays that John Smith has in 2017: 8

Statutory holidays: 30 statutory holidays in Finland in 2017

Others: estimation of other absences, eg. sickness: 3

$$261 - 8 - 30 - 3 \\ = 220 \text{ productive days} \\ \text{in year 2017}$$

STEP 2: Count productive hours per year

Multiply productive days per year by working hours per day.

Productive days in 2017: 220

Working hours per day: 7,33 in Finland

$$220 \times 7,33 \\ = 1612 \text{ productive} \\ \text{hours in year 2017}$$

STEP 3: Count hourly rate

Salary costs per year: 45 000 €

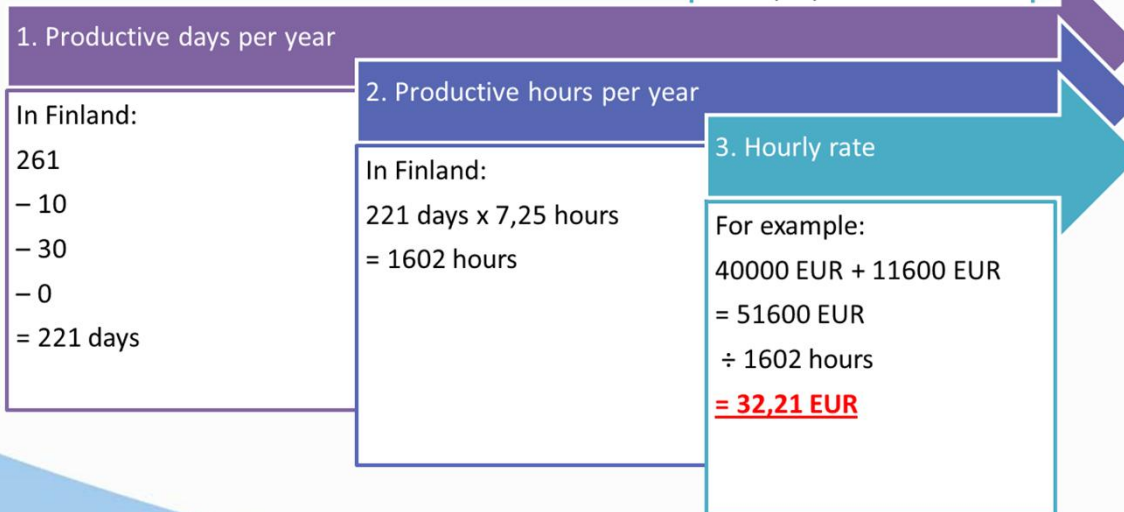
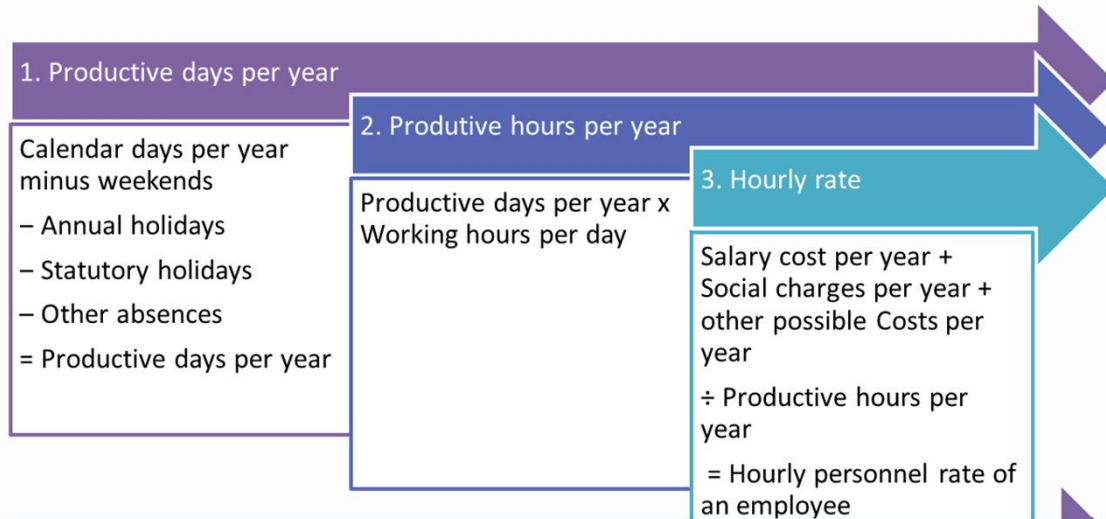
Social charges per year: 5000 €

Other possible costs: 0 €

Add these together and divide them with productive hours per year.

$$50\,000 \text{ €} \quad \text{HOURLY} \\ / 1612 \quad \text{RATE} \\ = 31,02 \quad = \underline{31,02}$$

Hourly Rate Calculation in a visual format



Supporting documents for staff costs



Staff costs concern FBG as coordinator, ITCG as WP4 leader and the SQF experts of the working group

- Signed timesheet – the hours worked for the project
- A Certificate of Appointment - for all contributors!
- Proving your participation in the project
- Proving your salary costs in a year (this info included only for FBG, ITCG and SQF experts)
- e.g. produced by your HR department
- Needs to be included in the final report for so please send these at your earliest convenience!

Other things to consider in financial reporting



Please be aware of your national legislation regarding VAT (the value-added tax)!

VAT as an ELIGIBLE COST	VAT as an INELIGIBLE COST
<ul style="list-style-type: none">• Non-deductible VAT	<ul style="list-style-type: none">• Any deductible VAT
VAT is non-deductible if your organisation is not entitled to claim the VAT back	VAT is deductible if your organisation is entitled to claim the VAT back
→ Must be proved as a part of financial statements	

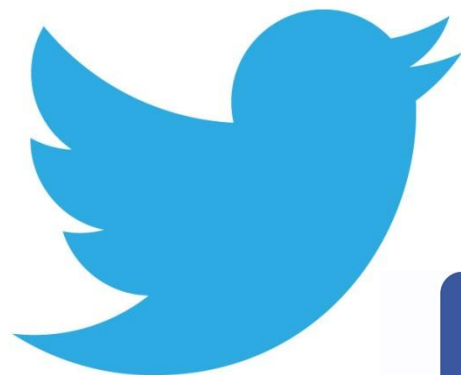


QUESTIONS?

Please remember that you can
always contact us at
ecgfanet@raja.fi



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COMMUNICATIONS EXERCISE

*Increasing the visibility of the
Training Network*

EXERCISE



1) Social media

- Which hashtags to use on Twitter?
- Come up with ready-to-use tweets/posts that one could modify based on their needs.
- How to involve EU Agencies and other project contributors?
- Identification of events or meetings that one could write about.

2) Your own organisation's website

- Which news to publish? Identification of prospective news and updates.
- How is the Training Network presented in your organisation's website? How could one improve it?

3) Training portal

- What kind of content should be added?
- Which updates to make?

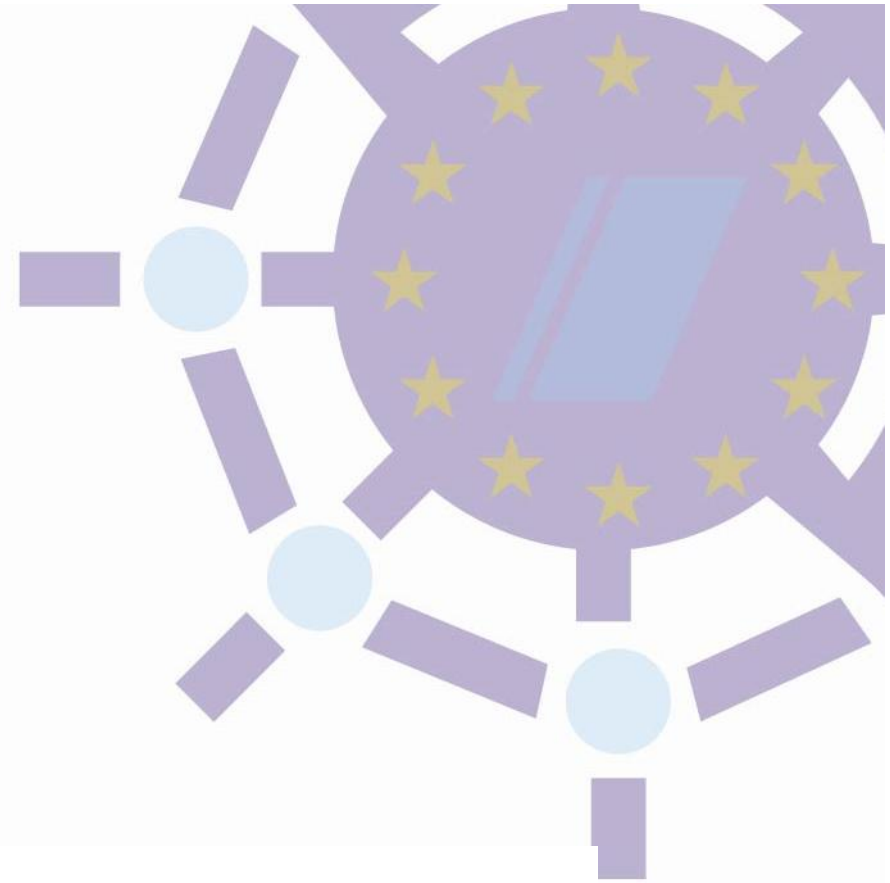
4) Brainstorm

- Are there any other means to increase the visibility of the Training Network?
- Are there any other publication platforms than the ones mentioned above?

+ CHALLENGE: FBG challenges everybody who hasn't hosted yet to interview their exchangee and publish that interview.

Thank you for your
attention!

ecgfanet@raja.fi



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WP3: How to request reimbursement of the exchange costs

- Max. reimbursement of 2000 EUR per person: travel, accommodation, daily allowances – for maximum of one week (please consult the Reimbursement Rules for the limitations applied)
- The daily allowance shall be paid only on receipt of supporting documents proving that the person concerned was present at the destination.
- The sending institution requests the reimbursement of costs from FBG within one month after the exchange by filling these documents:

- Application for reimbursement covering all the costs, signed and stamped clearly indicating the dates of the training course.
 - Supporting documents: travel tickets or invoices; hotel bills or invoices etc. Any costs without supporting documents will not be reimbursed.
 - Financial Identification form indicating Bank Account, only if it has not been submitted previously or if the Beneficiary is changing his bank account
- All the supporting documents (receipts, tickets etc.) must be sent both scanned from the original copies to: ecgfnet@raja.fi

Overview of the budget



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