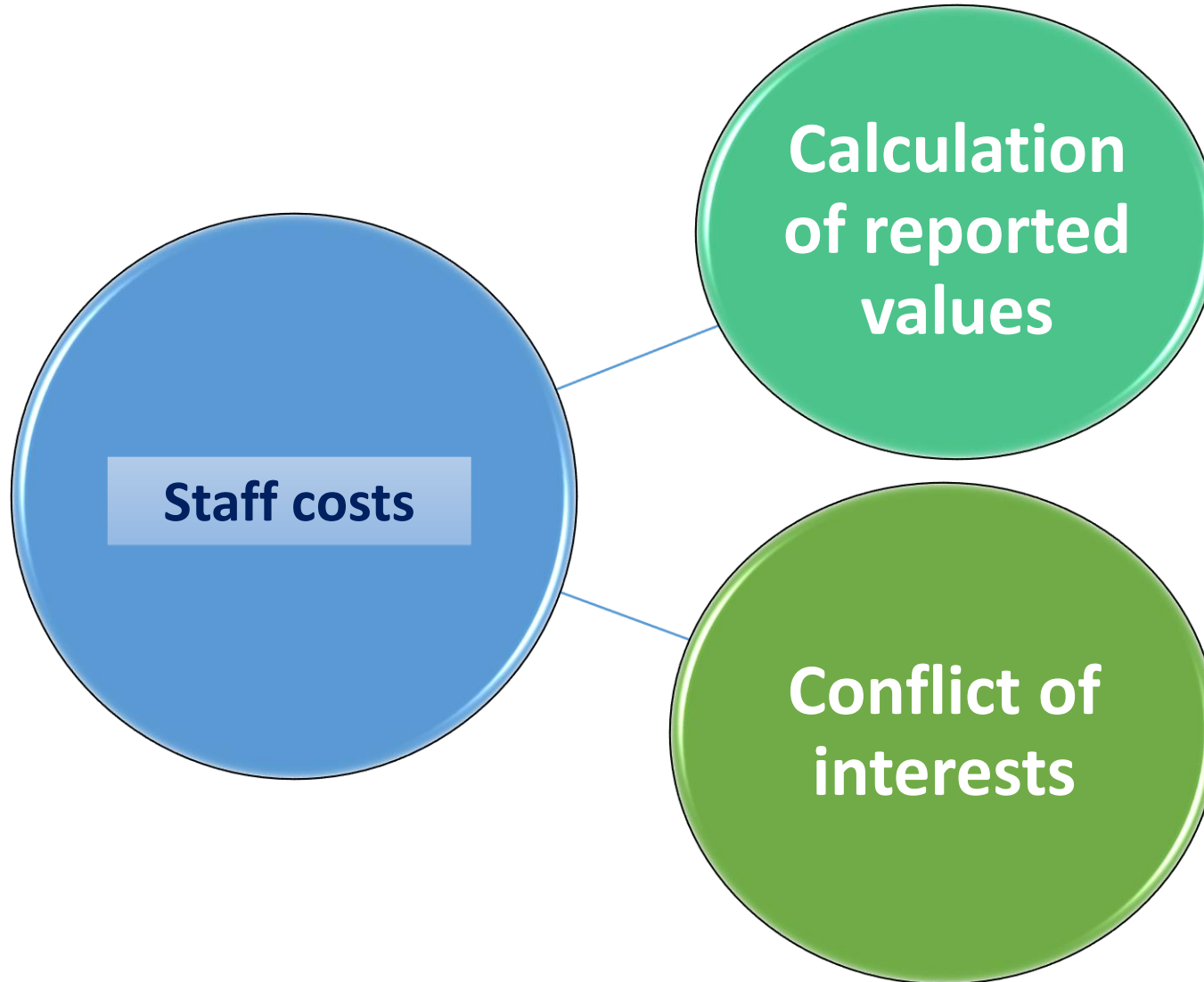




Errors to avoid

Errors to avoid



Errors to avoid

Staff costs

Regulation (EU) No 2021/1059 (Art. 39) sets out the methods to calculate salaries

Follow the cumulative compliance with national rules (calculation of gross monthly salary) + programme rules (determination of eligible salary per project)

Errors to avoid

CALCULATION METHOD FOR SALARIES

Practical example:

The most common method of allocating working time is the one with variable number of hours from one month to another, in which case the following formula will be applied:

$$\text{Eligible salary cost} = A \times B / C$$

A = gross total monthly salary cost (calculated on the basis of national legislation or the rules laid down in the employment documents)

B = number of hours worked on the project

C = total number of working hours in the respective month according to the national legislation

Errors to avoid

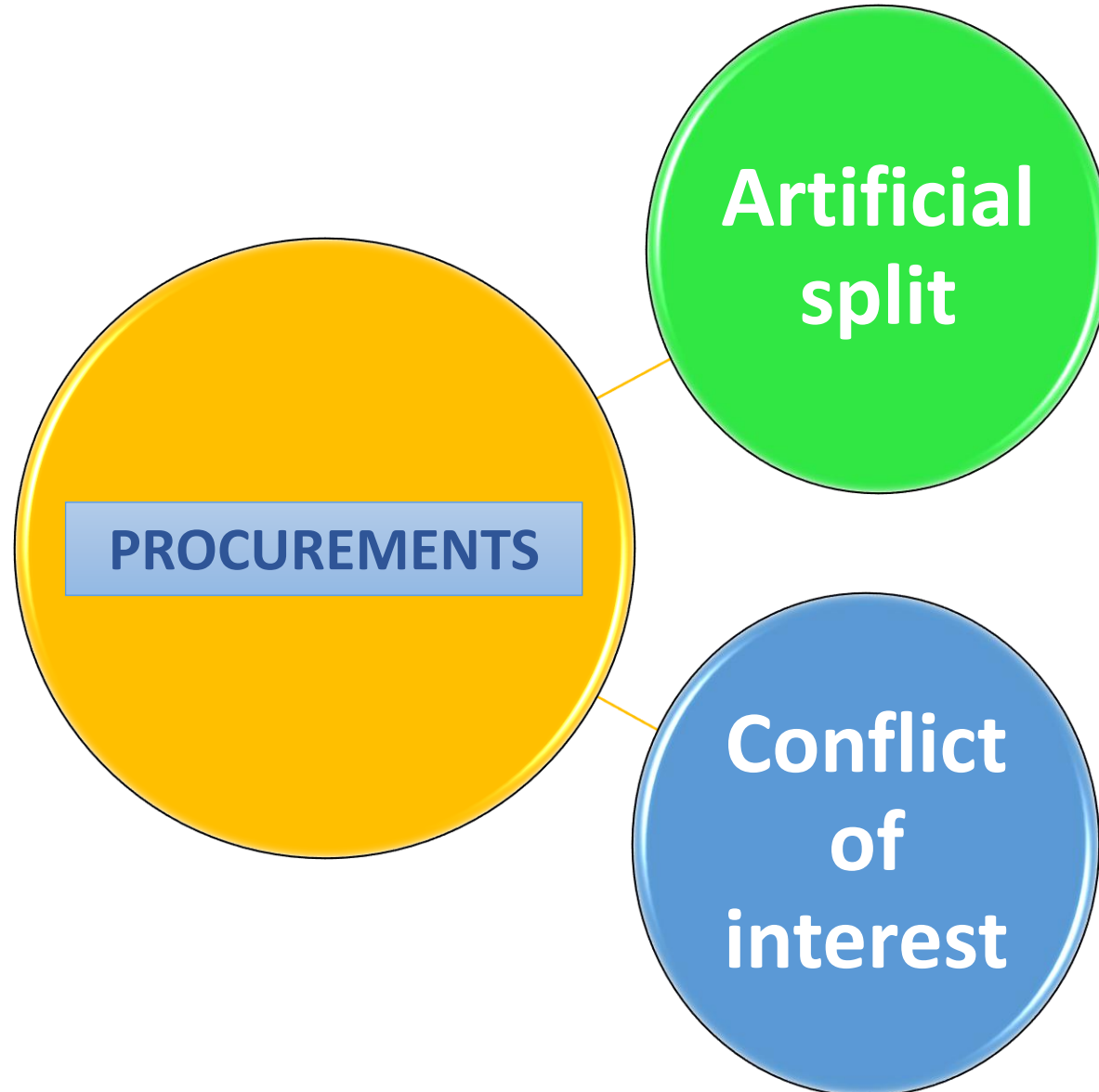
Staff costs - CONFLICT OF INTEREST

The legal representatives of Partners are required to avoid double signing of his/her appointment as project staff and the subsequent documents of the project

The appointment act within the project team for the head of the institution/organization/legal representative may be signed only on the basis of the mandate granted in this respect according to the statute by decision of the Council / Board of Directors / General Assembly of Shareholders, as the case may be, depending on the form of establishment

- Regulation (EU, Euratom) 2018/1046 – Article 61(3)
- GEO 66/2011 – Article 10(2)(b), Article 10(3) and Article 11(4) – for Romanian Partners

Errors to avoid



Errors to avoid

Procurements - Artificial split

Contract splitting is the practice of artificially breaking up purchases of goods/services/works to bring total expenditure below the legal thresholds in order to avoid the procurement rules.

The Partner **shall not artificially split** the contract into several distinct, lower-value contracts **for the purpose of reducing the total value so that it falls underneath the legal threshold** and thereby becomes exempt from the application of a more complex procedure.

Errors to avoid

PROCUREMENTS - CONFLICT OF INTERESTS

The Partners shall avoid any situation in which any of their staff may be in conflict of interests, including by making sure that:

- There is no (sub)contracting services/supplies/works to the staff of the Partner
- There is no (sub)contracting services/supplies/works to the other Partners' staff
- There is no other suspicion, for example the ones listed below:
 - (sub)contracting services to member(s) of the family
 - (sub)contracting services to a service provider (e.g. company, legal authorized person, etc.) in which any representative of the (Lead) Partner, its' staff or (a) project staff is owner or partner