JA NFP4Health Workshop

Joint Actions in the framework of the EU4Health Programme: Coordinators' Tasks and Responsibilities

FICYT

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This presentation is part of the action "NFP4Health" which has received funding from the European Union's Health Programme (2014-2020) under grant agreement No 101035965.



JOINT ACTION CARE4DIABETES (C4D)

Reducing the burden of non-communicable diseases by providing a multidisciplinary lifestyle treatment intervention for type 2 diabetes

- 12 partners + 17 affiliated entities + 1 associated partner
- 12 countries
- Budget: 5M€. Funding: 80%.
- Working plan: 4 horizontal work packages + 3 scientific work packages



MANAGEMENT STRUCTURE IN OUR REGION:

- Regional Ministry of Health + Healthcare Service + Foundation
- A non-profit foundation carries out the management and financial justification of the project.
- Requirement: collaboration agreement with the Ministry of Health and the Healthcare Service.



ELIGIBLE COSTS:

- Personel costs:
 - Four Categories: Employees / natural persons with direct contract / seconded persons (third parties against payment) / SME owners
 - Costs of third parties that provide in-kind contributions are not eligible
 - Proposal: Person/Months. Justification: 215 annual days rule
- Equipment: depreciation
- Travel costs:
 - Unit costs. Recommendation: Excel with each country unit cost for travelling, accommodation and allowance.
- Subcontracting costs: subcontracted entity carries out a task or a core activity in the project.



ELIGIBLE COSTS:

- Other direct costs:
 - Website
 - Direct costs related to the implementation of the project (liability insurances, consumables,...)
 - Consortium meetings organisation (host organisation). Recommendation: lunch with catering, dinners paid by partners
 - Dissemination costs: printing materials, conferences fees,...
 - Open access publications
 - Technical advice (different from subcontracting costs)
 - Audit costs from the Certificate of Financial Statements (CFS): > €325.000.
- Indirect costs: 7%

BUDGET FLEXIBILITY

DOUBTS: ask HADEA (during the proposal preparation) and the project officer (during the project implementation).



RECOMENDATIONS:

- Keep this presentation for the budget elaboration and financial justification.
- BUDGET FLEXIBILITY

RECOMENDATION:

- Inform the coordinator/PO about modifications and/or new costs needed in the budget.
- Collect the information about new costs in a report that will have to be justified to EC.
- Webinar / short training on eligibility of costs and Unit Costs once the project starts.



UNIT COSTS:







These costs must be calculated and declared using the unit costs fixed by Decision C(2021)35* and set out in Annex 2a of the Grant Agreement

Commission Decision of 12 January 2021 – Authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

Commission Decision of 26 July 2023 - Amending Commission Decision C(2021)35 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework.



ELIGIBILITY CONDITIONS AND RECORD-KEEPING FOR UNIT COSTS





Eligibility conditions for unit costs

- Units must:
 - Be actually used or produced during the action duration (with the exception of units relating to the submission of the final periodic report, which may be used or produced afterwards)
 - Be necessary for the implementation of the action and be linked to the action,
 - Be correctly calculated
- Costs must be purchased for the action
- The number of units must be identifiable and verifiable





RECORD-KEEPING FOR UNIT COSTS:

Article 20 of the Grant Agreement:

The beneficiaries must keep any <u>adequate records and supporting documents</u> to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.



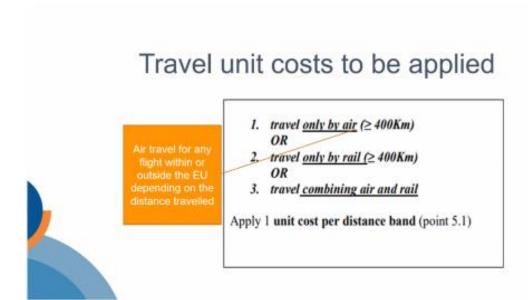
CALCULATION OF UNIT COSTS:

TRAVEL





For travels of more than 400 km:





Article 5.1. Amounts for return air, rail and combined air/rail journey (Chapter 5 of the Annex to the Commission Decision C(2021)35

Definition of **return trip**: from your place of employment to the place you need to do the action and come back.

All unit cost are an amount to cover a return trip. However, the <u>calculation of the distance</u> should be done <u>on the basis of the 1-way</u> distance between the place of departure and place of arrival.

Distance band (in km) ²	Amount per return trip in EUR
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1 201
10001-max	1 376

Updated.
Commission
Decision of 26
July 2023



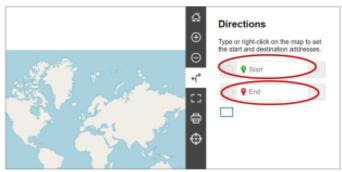
HOW YOU CALCULATE THE DISTANCE?:

All distances have to be measured using either the rail or flight calculator at the following website: https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

For rail travel of more than 400 km:

Rail calculator

For rail travel of more than 400km:

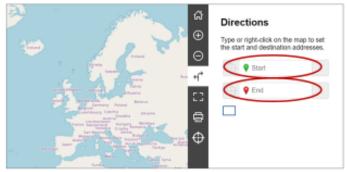


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For flights of more than 400 km:

Flight calculator

For flights of more than 400 km:



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START AND END POINT:

The start and end point will normally be, <u>for the calculation</u>, the <u>place of employment of the person</u> (unless duly justified).

Where the end point of travel is different from the start, the amount to be declared will be the theoretical cost of travelling to the same starting point, unless the different end point is necessary for the implementation of the action. In that case, the unit cost can be calculated using the longer of the distances (e.g. if travel from Dublin – Brussels – Athens is justified for the action, the unit cost to be applied can be calculated on basis of flight from Brussels – Athens.

Where the trip involves <u>3 journeys</u> and is <u>necessary for the implementation of the action (e.g. Madrid – Brussels – Berlin – Madrid), the unit costs can be calculated on the basis of 2 separate return flights: Madrid- Brussels and Berlin-Madrid.</u>



EXAMPLE: Calculation of the cost from Brussels to Madrid via Munich

Go to the calculator: https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

- If you do not have to work in Munich: calculate Brussels Madrid.
- If you go to Munich and have to work there, and then go to Brussels for another work, then you can declare two separate unit costs:
 - Brussels-Munich
 - Brussels-Madrid



EXAMPLE: Calculation of the cost from Brussels to Madrid via Munich

- If you do not have to work in Munich: Brussels-Madrid: 230€ (1.308,05 km) = 230 €
- If you have to work in Munich: Brussels-Munich: 600,23 km (196 €) + Brussels-Madrid: 230€ (1.308,05 km) = 426 €







For travels between 50 and 399 km by land:

Travel unit costs to be applied

Air travel for any flight within or outside the EU depending on the distance travelled

- 1. travel only by air (≥ 400Km)
 OR
- travel only by rail (≥ 400Km)
- 3. travel combining air and rail

Apply 1 unit cost per distance band (point 5.1)

- 4. travel only by land (between 50 and 399km)
- intra-Member State travel

Apply 1 unit cost per Member State (point 5.2)

inter-Member State travel Apply 1 unit cost between two MS (point 5.3)





Covers any form

of travel (bus, rail

or car)

Article 5.2. Amounts for intra-member State return journeys by land between 50 and 400 km:

Country	Amount in EUR per return trip
AT	60
BE	46
BG	12
cz	20
DE	64
DK	76
88	16
EL	36
ES	52
FI	36
FR	64
HR	36
HU	28
IE	36
IT	52
LT	20
LV	16
NL.	49
PL	20
PT	40
RO	16
SE	56
SI	27
SK	20

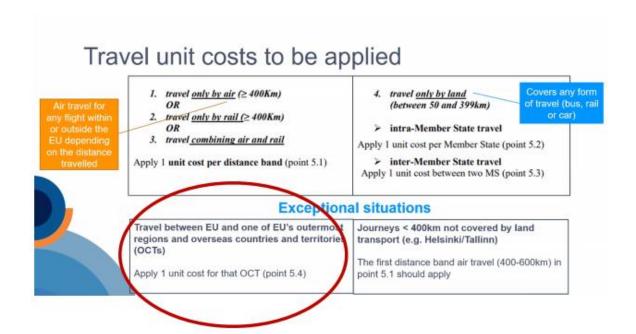


Article 5.3. Amounts for Inter-Member States return journeys between 50 and 400 km (EUR):



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Article 5.4. Amounts for return journeys to outermost regions and OCTs

Region/OCT	EUR
Aruba	1 343
Bonaire	1 344
Curação	1 302
French Polynesia	2 204
Greenland	1 118
Guadeloupe	801
French Guiana	905
Martinique	958
Mayotte	1 170
New Caledonia	2 065
Réunion	1 040
Saba	1 286
Saint Helena	2 395
Saint Martin	939
Saint Pierre and Miquelon	1 832
Wallis and Fotuna	2 398





Travel unit costs to be applied

Air travel for any flight within or outside the EU depending on the distance travelled

- travel <u>only by air</u> (≥ 400Km)
- travel only by rail (≥ 400Km)
- 3. travel combining air and rail

Apply 1 unit cost per distance band (point 5.1)

- 4. travel only by land (between 50 and 399km)
- > intra-Member State travel

Apply 1 unit cost per Member State (point 5.2)

Covers any form

of travel (bus, rail

or car)

inter-Member State travel Apply 1 unit cost between two MS (point 5.3)

Exceptional situations

Travel between EU and one of EU's outermost regions and overseas countries and territories (OCTs)

Apply 1 unit cost for that OCT (point 5.4)

Journeys < 400km not covered by land transport (e.g. Helsinki/Tallinn)

The first distance band air travel (400-600km) in point 5.1 should apply

196 €

Union



Getting to the airport

If place of employment < 400 km from airport

 The unit cost will also cover any associated land-based travel (e.g. bus or train trips from neighbouring cities to/from the airport)

If place of employment > 400 km from a primary airport

 The applicable rates should be increased by 50%





Primary airports

For checking the distance of travel to/from places more than 400km from a primary airport, the following are the primary airports to be used:

Slovakia

Member State		Airport(s)	
France	Paris (CDG)	Lyon (LYS)	Toulouse (TLS)
Germany	Frankfurt (FRA)	Munich (MUC)	Berlin (TXL)
Italy	Rome (FCO)	Milan (MXP)	Naples (NAP)
Poland	Warsaw (WAW)	Krakow (KRK)	Wroclaw (WRO)
Spain	Madrid (MAD)	Barcelona (BCN)	Valencia (VLC)
Austria	Vienna (VIE)	Innsbruck (INN)	
Belgium	Brussels (BRU)	Charleroi (CRL)	
Czechia	Prague (PRG)		
Greece	Athens (ATH)	Thessaloniki (SKG)	
Hungary	Budapest (BUD)		
Netherlands	Amsterdam (AMS)	Rotterdam (RTM)	
Portugal	Lisbon (LIS)	Porto (OPO)	

Romania	Bucharest (OTP)	Cluj (CLJ)	
Sweden	Stockholm (ARN)	Gothenburg (GOT)	
Bulgaria	Sofia (SOF)		
Croatia	Zagreb (ZAG)		
Cyprus	Larnaca (LCA)		
Denmark	Copenhagen (CPH)		
Estonia	Tallin (TLN)		
Finland	Helsinki (HEL)		
Ireland	Dublin (DUB)		
Latvia	Riga (RIX)		
Lithuania	Vilnius (VNO)		
Luxembourg	Luxembourg (LUX)		
Malta	Valetta (MAL)		
Slovenia	Ljubljana (LJU)		

Bratislava (BTS)









Travelling by car:

Car is travel by land and distance between 50-399 km is covered in the Comission Decision:

- Less than 50 km: actual costs.
- Between 50-399 km within MS or intra MS. Then you have to apply article 5.2 and 5.3 of the EU Decision.
- Above 400 kms: justify why you have to travel by car and then apply actual costs (Justification possible: more economical, too many connections,...). If it is foreseen by your internal travel policy.

One unit applies per each person travelling together



CALCULATION OF UNIT COSTS:

ACCOMODATION AND SUBSISTANCE



Accommodation

{amount per unit [depending on country]}

Multiplied by

{nights spent on travel}



For OCTs the rate for the relevant MS can be used



Subsistence

{amount per unit [depending on country]}

Multiplied by

{days spent on travel}

Subsistence unit costs are for a 24-hour period. The amount of unit costs to be declared should be calculated by rounding to the nearest full number of days, except for the first day where any amount of hours will be rounded up to 1 full day

For OCTs the rate for the relevant MS can be used





Article 5.5. Amounts for accommodation and subsistence costs

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Albania	101	50
Algeria	157	85
Armenia	115	70
Austria	126	102
Azerbaijan	136	70
Belarus	108	90
Belgium	137	102
Bosnia and Herzegovina	90	65
Bulgaria	110	57
Croatia	104	75
Cyprus	120	88
Czechia	107	70
Denmark	158	124
Egypt	152	65
Estonia	107	80
Finland	146	113
France	166	102
Germany	119	97
Georgia	134	80
Greece	107	82
Hungary	105	64
Iceland	190	85
Ireland	139	108
Israel	187	105
Italy	114	98
Jordan	140	60

Kosovo ¹²	92	60
Latvia	95	73
Lebanon	154	70
Libya	146	50
Liechtenstein	135	80
Lithuania	94	69
Luxembourg	163	98
Malta	141	88
Moldova	133	80
Montenegro	98	60
Morocco	129	75
Netherlands	133	103
North Macedonia	95	50
Norway	145	80
Palestine ¹³	140	60
Poland	103	67
Portugal	109	83
Romania	109	62
Serbia	105	60
Slovakia	98	74
Slovenia	113	84
Spain	117	88
Sweden	158	117
Switzerland	178	80
Syria	145	80
Tunisia	99	60
Turkey	116	55
Ukraine	122	80
United Kingdom	151	125

Country of destination is always considered for the calculation of accommodation and subsistence.





EXAMPLE:

- You depart from your institution at 9:00 am and arrive to the destination on the 2nd of May
- Work during the 3rd of May
- Come back on the 4th of May at 22.00 pm

CALCULATION:

 Justify 3 days trip: 1 unit for travelling + 2 units for accommodation + 3 units for allowance (or 2 units if close to 48 hours)



QUESTIONS & ANSWERS:

The cost are calculated on the basis of an analyse of November 2016, but cost have increased a lot. Has the updating of costs been taken into account?

How will you look at the fact that unit cost will probably make people travel less and therefore won't be able to fully participate to the deliverables set it in their contract. The full cost of travels won't be covered.

Can you please confirm that, as per this new criteria, beneficiaries do not need to keep the boarding passes and other tickets collected during the trip such as taxi receipts? It is planned to be done, but not for the time being.

Consider the whole costs, not only travelling, also accommodation and allowances, can compensate the total cost.

You only declare the number of units.

No supporting documents are needed for the justification, but you need to keep them for potential audits. You have to be able to prove the number of unit costs you are declaring.





QUESTIONS & ANSWERS:

How do we calculate flight costs when the flight is not direct but there is an intermediate airport?

You calculate from start to end point. If you stop in-between, the intermediate stop is only eligible if you have to work there.

Under what conditions are journeys of less than 50 km eligible?

If it is necessary for the project implementation, then apply actual costs.

How can we calculate the travel costs between our city and the local city that has airport? Ex: from our city to the airport is 200kms...

The unit cost covers that cost.





If 3 people travel together in the same car, are they allowed to ask for a Unit cost each'

Yes, if the travel by car is allowed by your internal policies and the distance is between 50-399 km, then you can charge 3 unit costs (or more if more people travel).

Could you please confirm that the starting point for a trip can be different of the employment place?

It should not be. Normally is the place of employment (not the airport,...) the one used for the calculation (unless very well justified regarding the implementation of the action).

This unit costs are funded at 100% or are funded at the same funding percentage of the project?

The EC funding % of the project applies.

For organizations that are governments or public administrations that have conflicting ratios for subsistence and so, how can we deal with that?

For reporting you have to use the unit costs





Is it correctly understood that intra memberstate travel by car over 400 km one way is still based on actual cost?

Yes. If there is a reason for why you are using a car, and your internal policy includes that category (very important), then yes, actual costs.

What happens for subsitence costs without travel costs (local meeting)?

Local meeting in the same city: you cannot declare subsistence costs.

Do I understand correctly that the 0-50 km trip does not cover accommodation or subsistene in addition to transport?

It could be feasible. If you spend the night and justify it (meeting late afternoon and another meeting early in the morning, or any other reasonable justification). You can apply a combination: travel with actual costs and accommodation and allowance with unit costs.





Related to the subsistence costs, please clarify if the first day is always a full day (regardless of the hour of departure) and the counting of hours starts from day 2?

The first day is usually one full day. The second: if the trip travel lasts 34 hours, then one day applies, if 50 hours then 2 days.

Subsistence costs. If lunch or dinner is paid by hosting partner do we have to reduce subsistence allowance? How?

Yes, you still apply the subsistence costs. You do not have to reduce the budget you charge if the host pays for that. You do not have to include that level of detail in the declaration.

Regarding accomodation, most of times the hotels have a city tax. Is this amount covered also for the unit costs for accomodation?

Yes, it is included. Although not fully sure, they will be back with a more secure answer.



Are unit costs for subsistence also eligble for host organisation (i.e. organisation hosting a meeting and welcoming consortium partners, without traveling)? What about hospitality costs for host organisation for the whole group?

This is a different situation. Then no Unit Costs apply. Those costs have to be justified under Other direct costs.

What we can do in the situation where the distance between two cities is 600km but there is not airpot connection You can take a train and apply Unit Costs. Or take a car and apply Actual Costs.



THANK YOU!!!

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30 November 2023







