

**Project Steering Group
Third Meeting
Klaipeda, Lithuania
10 October 2013**

Reference	PSG 3/3.2/Info 1
Title	ADPY Project Steering Group's decisions regarding submission of information by the Project Partners
Submitted by	Secretariat
Summary / Note	This document contains excerpts from the minutes of the ADPY Project Steering Group meetings held so far. The above named decisions have been highlighted.
Requested action	For reference



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.

Excerpt from the minutes	NDPHS Secretariat's comments
1 st meeting of the ADPY PSG	
<p>4. Project partners' duties and responsibilities arising from the Grant Contract</p> <p>4.1 Technical With reference to document PSG 1/4.1/Info 1, Mr. Maciejowski introduced the main technical requirements imposed by the Grant Contract. [...] Additionally he emphasized the importance to follow the requirements of the Grant Contract for avoiding any difficulties vis-à-vis the European Union being the main co-financier of the project. Special attention was drawn to Article 16 in the Grant Contract's general conditions, which listed the documents/proofs that Project Partners had to keep track of. Mr. Maciejowski invited the Partners to keep a proper paperwork and bookkeeping in place throughout the entire project implementation period, in order to simplify the reporting at the end of the project.</p> <p>4.2 Financial With reference to document PSG 1/4.2/Info 1, Mr. Maciejowski introduced the main financial requirements imposed by the Grant Contract. He informed that almost 80% of the total budget would be received from EU [...]. He explained the relevance of having a clear understanding by all project partners of how the money would be spent in the project, so that when developing the progress and final reports there would be no surprises or need for budget adjustment.</p> <p>... it should be kept in mind that, on average, the Project Partners are, anyway, required to provide own-co-financing amounting to approx..</p>	<p>← Please review these requirements to make sure that whatever financial information/documents you provide, it would be perfectly in line with them.</p> <p>← Please write an email to or call the Project Coordinator if you have any questions (for contact details see www.ndphs.org/?secretariat).</p>



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.

80% of the total budget.	
<p>Regarding the reporting requirements Mr. Maciejowski informed the Partners that when the time comes to submit the progress or final financial and narrative reports, the input from Partners would be asked for. With regard to the eligible costs he explained that costs that were not properly documented would not be considered as eligible. It is, therefore, important to meet all the requirements spelled out in the Grant Contract. Additionally he drew Partners attention to costs related to VAT. It was clarified, that in case VAT was a cost that was possible to prove, it was considered eligible for funding. Finally, he suggested to the Partners, that accountants in their organizations would go through the financial provisions in the Grant Contract to be very clear which were the eligible costs.</p>	
<p>Mr. Maciejowski informed that as soon as the Secretariat received the funding, the first installment of pre-financing for salary payments would be transferred to Partners. He asked the Partners to provide The Secretariat with the following information: name of the beneficiary institution, account number, SWIFT/ IBAN codes. He emphasized that the Secretariat should receive from Partner institutions as soon as possible a formal request (written on formal letterheads), signed by the authorized manager of the organization. The request should be called “Request of the first installment of pre-financing for salary payments.”</p>	<p>← Not all Project Partners have followed this.</p>
2nd meeting of the ADPY PSG	
<p>a) Timesheets</p> <p><u>The Chair</u> asked the meeting to take note of the short table produced by the Secretariat which is kept updated on the website. He noted that payments would be held until the requirements vis-à-vis the Project Partners regarding the first period of the project implementation are</p>	<p><u>Not</u> all timesheets have been submitted by the Project Partners until 9 April 2013 despite their promises and the NDPHS Secretariat’s reminders.</p> <p>The up-to-date information about which Project Partners have been submitted their timesheets so far is included in</p>



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.

<p>settled. This concerns, inter alia, the calculations of daily rate of the staff cost and the timesheets. To that end he requested that the missing timesheets for the first six months of the project, between October and March, be submitted by April 9th. He noted that the best method is for the Secretariat to have a chance to review and comment on draft timesheets before final timesheets are submitted via signed hardcopy.</p> <p>The Project Partners agreed to submit the missing timesheets covering October through March and the calculations of daily rate of the staff cost within two weeks - by April 9th.</p>	<p>document PSG 3/3.1/Info 2 Progress in submission of information by Project Partners posted at http://www.ndphs.org/?mtgs.adpy_psg_3_klaipeda</p>
<p>b) Financial issues relating to the employment of the project staff</p> <p>The <u>Chair</u> noted that – in addition to the calculations of daily rate of the staff cost – the Secretariat needs proof that the money has been paid to individuals by the organizations that are Project Partners; this information will be used to determine how much the project is paying to the employed people and will be retained in the Secretariats financial files for future audits. The Secretariat will confirm in the coming week which form of proof is necessary.</p>	<p>The NDPHS Secretariat received information from the Project Auditor (PwC) as to what constitutes a proper proof. It forwarded this information to all Project Partners by email dated 08 April 2013.</p> <p>Not all proofs have been submitted by the Project Partners despite their promises and the NDPHS Secretariat’s reminders.</p> <p>The up-to-date information about which Project Partners have been submitted their proofs so far is included in document PSG 3/3.1/Info 2 Progress in submission of information by Project Partners posted at http://www.ndphs.org/?mtgs.adpy_psg_3_klaipeda.</p>
<p>c) Financial issues relating to the project budget</p> <p><u>Swedish Council for Information on Alcohol and Other Drugs (CAN)</u> noted a number of questions it received from project partners: what amount is there in the co-financing, is there a contract between the different partners and the NDPHS Secretariat, how many partners are</p>	<p>The NDPHS Secretariat sent information about the share of co-financing as included in the grant application, which had been submitted to the EU Delegation to Russia and forwarded by email to the Project Partners on 9 April 2013.</p> <p>The NDPHS Secretariat has met with CAN and clarified all</p>



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.

<p>there.</p> <p><u>The Chair</u> informed that the EU looks to the grant agreement and the partnership statements that were signed to determine how many partners there are and what the total co-financing is. As to contracts, the Chair informed the Secretariat is happy to sign a contract with those project partners that are interested in doing so and will accept contract proposals.</p> <p><u>The Chair</u> also clarified that the project requires a total of 20% co-financing across the board, and that the source and destination of the 20% does not need to be proportional. The Chair informed the Secretariat will disseminate a spreadsheet covering current co-financing.</p> <p>The Project Partners agreed that the Secretariat, CAN, and others would revisit their emails to clarify what has been agreed upon; if there had not been an agreement, the issue will need to be reopened for discussion.</p>	<p>financial issues to it. It also clarified all questions asked by the Project Partners when discussing individual agreements it subsequently signed with them (NB. The two Russian Project Partners continued asking for additional revisions in the agreements, which also required the Secretariat to come back with clarifications/its own questions again and again, and, therefore, the agreements have not been signed as of today).</p> <p>← This has been done.</p>
<p>3.9 General discussion and conclusions</p> <p><u>The Chair</u> reiterated that the missing timesheets from the first 6 months of the project implementation will be provided within two weeks with one round of review before sending the hardcopies with signatures. The calculations of daily rate of the staff cost will also be provided at the same time. Second pre-payments will be made when the above issues are resolved. There may be a need for CAN and Nyneshämn to further discuss financial issues, and the results of the discussion will be communicated to all the partners; any budget revisions will be made collectively and with the unanimous agreement of all the Project Partners. The Chair also noted that the Secretariat would like to be informed about which Partners would like to sign an agreement with the Secretariat.</p>	<p>← See comments as above as well as document “Progress in submission of information by Project Partners” (this document is an UPDATE of the one we discussed during the APDY PSG 2 Meeting in Kaliningrad (see http://www.ndphs.org/?mtgs.adpy_psg_2_kaliningrad))</p>



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.

The Chair informed some project expenses have been recorded for recent expenditures, but not all expenses have been claimed. He requested the Project Partners provide all the project costs that are not paid directly from the Secretariat that should be reimbursed as they occur and to not wait until the end of the project.

← Please fill in and return to the NDPHS Secretariat the table specifying the **TOTAL** costs of employment **(including income taxes and social fees)** of the **STAFF EMPLOYED by your organizations FOR THE PROJECT** (sent to the Project Partners by email on 16 September 2013)



This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of the NDPHS Secretariat and can under no circumstances be regarded as reflecting the position of the European Union.