

**Project Steering Group  
Second Meeting  
St. Petersburg, Russia  
29 September 2014**



<b>Reference</b>	PSG 2/4.1b/1
<b>Title</b>	Overview and explanations regarding the confirmations of payment
<b>Submitted by</b>	NDPHS Secretariat (Lead Partner)
<b>Summary / Note</b>	-
<b>Requested action</b>	For discussion and decision



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<b>Title of the project</b>	<b>EU grant 2013-313-700: Building capacity in prevention of HIV and associated infections among youth at high risk (NDPHS Project #5)</b>
<b>Organisation</b>	<b>Insert the name of your organization</b>

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<b>Position and name of staff member</b>	<b>Type of payment</b>	<b>Period of work</b>	<b>Date of payment</b>	<b>HIV project-related employment cost in original currency</b>	<b>Exchange rate for the month when paid */</b>	<b>Cost in EUR</b>	<b>Title and number of the supporting document</b>
Position in the Project, Name and Family Name	Explain whether the payment was the salary, taxes, social fees etc.	Insert month and year	Insert the date	Specify what part of the amount indicated on the confirmation document (all of it or certain %) belongs to the HIV project			Insert the title of the document in the original language and document number
	Explain whether the payment was the salary, taxes, social fees etc.	Insert month and year	Insert the date	Specify what part of the amount indicated on the confirmation document (all of it or certain %) belongs to the HIV project			Insert the title of the document in the original language and document number
<b>Total amount paid the for work done in (insert month and year) to (insert name and family name)</b>							
Position in the Project, Name and Family Name	Explain whether the payment was the salary, taxes, social fees etc.	Insert month and year	Insert the date	Specify what part of the amount indicated on the confirmation document (all of it or certain %) belongs to the HIV project			Insert the title of the document in the original language and document number
	Explain whether the payment was the salary, taxes, social fees etc.	Insert month and year	Insert the date	Specify what part of the amount indicated on the confirmation document (all of it or certain %) belongs to the HIV project			Insert the title of the document in the original language and document number
<b>Total amount paid the for work done in (insert month and year) to (insert name and family name)</b>							

\*/ Choose between the two following alternatives:

Alternative 1 - deposit into local currency account. One exchange rate should be used per one financial period of 12 months

Alternative 2 - Infoeuro rates for a given month should be used to exchange from local currency into EUR