



MODERNISATION OF INSTITUTIONAL MANAGEMENT OF INNOVATION
AND RESEARCH IN SOUTH NEIGHBOURING COUNTRIES

Dev. 2.2 Study Tour

Barcelona, 18-19 May 2017

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State of the Art

- 7.5 National Networking Event: AECHE
25-26 April 2017 - University Mohammed V in Rabat
- 6.1 Quality Committee: *Survey to be sent by UNIMED*
- 7.1 Dissemination Committee
- 8.4 Submission of the Interim Report: **30 April 2017**



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Next Steps - 2017

- Finalise the purchase of the equipment
- Dev. 1.4: Roundtable on Management Models

Location: University of Jordan

Date: **10-11 July 2017**

UoJ and Mundiapolis to present the draft and discussion reports with the main suggestion for a customised management model – *Prepare a first agenda this afternoon*

*Report to be ready by **22 June 2017***



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Next Steps - 2017

- Dev. 1.5 Roadmap for Innovation and Research Management

In reference and predication to the roundtable discussions and recommendations, the research and innovation leaders' team will produce a final document embracing a roadmap for innovation and research management in partner institutions. The roadmap will comprehend a timely set of steps, proceedings, procedures and guidelines to pursue and supervene in order to devise an efficient model of innovation and research management.

Determine the experts



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Next Steps - 2017

- Dev. 3.1 Special Interest Team:

Two (2) teams from Morocco and Jordan to devise and suggest the new proposed model

Determine names – same as the experts team?

- Dev. 3.2 Emerging landscape in Research and Innovation Management

Report with the main suggestions for a customised management model for research and innovation



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Next Steps - 2017

- Dev. 3.3 Matching Exercise: **26-27 Sept** in UM5 Morocco?

Present the reports and attempt to 'match' them with existing governance procedures, guidelines, principles of EU partner universities

→ Research and Innovation institutional management models



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Next Steps - 2017

- 3.4 New Innovation and Research Management:
Nov 2017

Report on the proposed innovation and research management model. It will clearly indicate improvements and updates over existing management schemes

- 3.5 Commitment of Senior Management: **11-12 December 2017** in AArU? + 13 December - PMT
- 3.6 Piloting the Model: Starting on March 2018



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FINANCIAL ASPECTS



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BUDGET: STATE OF THE ART

- 1st instalment for Staff Costs was already sent to partner institutions in 2016
- The UB has presented the technical report to the EACEA on April 30, 2017 including:
 - The time sheets we have received from partners (we are still missing time sheets)
 - The unit costs of the implemented activities (Travel, costs of stay and subcontracting)
- The UB has not yet asked for the second pre-financing instalment from the EACEA as the project has not yet spent 70% of the first instalment. Explanation:
 - Delayed implementation of the activities
 - Low participation of few European partners in project events
 - Purchase of equipment not yet implemented



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EQUIPMENT – REAL COSTS

- Contribution for the purchase of equipment necessary for the implementation of the project will be based in **REAL COSTS** and according to the project application.
- This budget heading may be used to support the purchase of equipment **directly relevant to the objectives of the project.**
- Compared to the equipment as specified in the original application, minor adaptations in terms of quantity and product in the purchased equipment can be accepted without prior authorisation provided that the budgetary ceilings are respected, the corresponding equipment items are eligible, **the modification can be justified and is related with the project objectives.**



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EQUIPMENT - VAT

- VAT is not considered as an eligible project cost. Therefore, the measures for the exemption should be launched sufficiently in advance to the purchase of the equipment.
- Any expenditure including VAT is not eligible unless the coordinator can provide an official document from the competent authorities proving that the corresponding costs cannot be recovered. In any case, taxes and duties have to be treated in accordance with the tax exemption agreement, signed between the European Union and the Partner Country for which the equipment or services are destined.
- The coordinator will provide you with a certificate stating that the acquisition, delivery and installation of equipment and the provision of services in the Partner Countries are exempt from taxes, duties and charges if a Common Framework Agreement has been signed between the European Commission and the Partner Country. **This document should normally be sufficient to obtain a tax exemption**



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EQUIPMENT – PAYMENT CALENDAR

- Partners will present their quotes to the coordinator together with the technical explanation on the proposed items.
- Partners will request VAT's exemption based in the document sent by the EACEA to the coordinator.
- Once partners have sent the quotations and technical explanations, the UB will consult with the EC the new distribution of the budget (if significant modifications are made).
- After the EC's confirmation of the reallocation of the budget the UB will transfer the amount to the partner institutions.
- The partners will proceed with the purchase of equipment.



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EQUIPMENT- SUPPORTING DOCUMENTS

Financial reporting for equipment will be based on the principle of the expenses actually incurred which will need to be duly documented, for the purpose of any financial evaluation and/or audit, beneficiaries will have to retain with the project accounts the following **supporting documents**:

- **Invoice(s) for all purchased equipment** (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure). All invoices must reference the **name and the project number**: 561548-EPP-1-2015-1-ES-EPPKA2-CBHE-SP
- Bank statement(s) for all purchased equipment
- Proof that **the equipment is recorded in the inventory of the institution.**
- All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker provided by the Agency. Pictures of the equipment will be requested.



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EQUIPMENT - Exchange Rate

Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm applicable:

- on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received:
December 2015
- on the month of the receipt of the second pre-financing for all costs incurred until the end of the project (not requested yet)



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