



ACP Science and Technology Programme II

AFS/2013/329-240

WIKWIO Project Weed Identification and Knowledge in the Western Indian Ocean

Joint Stakeholders conference Edulink / ACP S&T II
April 1-2, 2014 - Brussels – Belgium

Mission at the French Institute of Pondicherry
April 4-11, 2014 – Pondicherry - India



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Table of content

Table of content 2

Mission calendar 1

Introduction..... 1

1 - The Joint Stakeholders conference – Brussels, Belgium 2

2 - Mission at IFP – Pondicherry, India 6

Conclusions..... 12

Acknowledgement..... 13

Appendix 1: Programme of the Joint Stakeholders conference 14

Appendix 2: Questions and answers 16

Mission calendar

31/03/2014		CIRAD team arrived at Brussels - Belgium s
01/04/2014	Stakeholders conference	The ACP-EU cooperation in higher education, science and technology, and research
02/04/2014	Stakeholders conference	The management of grant projects
3/04/2014		Departure to India
4/04/2014	IFP Workshop	Arrival at Pondicherry Schedule with IFP team
7-11/04/2014	IFP Workshop	Participatory portal IDAO Application Communication on the project Administrative and financial procedures Reporting

Details of the programme of the Joint Stakeholders conference are presented in Appendix 1.

Introduction

WIKWIO aims to strengthen science and technology orientation to achieving food security by enhancing agricultural productivity in the Southern African region. Agricultural productivity is hampered by many factors, one important among them being weeds. WIKWIO aims to build and leverage a Science & Technology network which will consolidate existing scientific knowledge and facilitate sharing of new information on weeds and effective management practices for food and cash crops of the western Indian Ocean region

This mission of Thomas Le Bourgeois (project coordinator) and Nora Bakker (project assistant) from Cirad had two objectives:

- Attending the Joint Stakeholder's conference Edulink II/ACP S&T II at ACP House Brussels, Belgium
- Working together with IFP team on the development of the ICT tools of the project, training IFP accounter to the ACP S&T procedures and preparing the reporting.

1 - The Joint Stakeholders conference – Brussels, Belgium

Under the auspices of the ACP-EU collaborative programmes “EDULINK II”, the “ACP Science and Technology Programme II” (ACP S&T II) and the “ACP Caribbean & Pacific Research Programme for Sustainable Development”, the Secretariat of the ACP Group of States has organized the first ADULINK II Joint Stakeholder’s Conference at the ACP House (Brussels, Belgium). The aim of this 2-day conference was to bring together stakeholders in the fields of Higher Education, Science and Technology, and Research to network and discuss subjects of general interest.

During this conference we particularly met our Project Officer from the Programme Management Unit of the ACP S&T II, Mr. Gerard den Ouden, his assistant Laure Dutaur, and the controller of the European Commission Mr. Jerome Lebouc.

It was also a good opportunity to meet and share experience and questions with leaders and partners from other projects from both the ACP-S&T II Programme (21 projects), the Edulink II Programme (47 projects), and the ACP Caribbean & Pacific Research Programme for Sustainable Development (10 projects) (Fig.1).



Fig.1: Plenary session of the Joint Stakeholders Conference

Following the Opening ceremony and the Presentation of the Grant Programs, all projects were briefly introduced by their project managers.

Posters and flyers of the projects were displayed for further discussion outside the conference sessions.

The poster of the WIKWIO project is presented in Fig. 2.



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Introduction

Integrated weed management is considered to be the most appropriate option in crop protection to enhance production, through a choice of appropriate methods (cultural, mechanical, biological and chemical) to maintain weed below the threshold level. To be effective, integrated weed management should build on knowledge on weed biology and ecology and practices of different stakeholders. The action aims to build and use a network of STI knowledge and weed management methods of weed infestations, which will consolidate existing information and facilitate the sharing of scientific and technological acquisitions. This work is to create a database as complete as possible, on weeds in the Western Indian Ocean region. Furthermore, it will setup a collaborative platform for exchange of information on weeds among stakeholders.



A network of stakeholders

Weed scientists, researchers, agronomists, extension officers, farmers, students, etc. from countries of the Western Indian Ocean region will participate and contribute to this network, in sharing their knowledge on weeds and weed management.



Weeds of food and cash crops

A list of 320 weed species has been established from 14 cropping systems in the region. This list will be updated throughout the project.



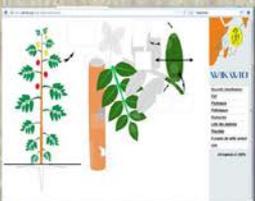
A Web-2 participatory platform

The **website** is presenting the WIKWIO project, the various activities (e.g. workshops, missions, techniques used), the partners, the project resources <http://www.wikwio.org>. The **participatory portal** is a forum for both public and members to interchange information and will also be available for different devices (computers, tablets and smartphones) <http://www.portal.wikwio.org>

It allows:

- Access or contribution to species information spreadsheets
- Adding weed observations (e.g. field trips, weed control practices, unidentified weeds)
- Uploading maps (the geo-referenced layers can be overlaid)
- Sharing of information, working documents, and checking lists of species
- Access to the IDAO identification tool online
- Create working groups on specific topics
- Creation of working groups on specific topics
- Opened discussions and participations on the platform





Aknowledgements

This project is funded by the European Union (ACP Secretariat -Science and Technology Programme II) through the tender of the 2012 10th European Development Fund. The project coordinators of WIKWIO would like to thank all the members of the project who

Conclusions

Since no single actor or institution can study everything on weeds, the contribution of all to the knowledge of species is essential. By assisting with the identification of weeds and facilitating the sharing of information between interested parties, WIKWIO will promote sustainable agriculture and will contribute to capacity strengthening of local institutions. This project is funded by ACP S&T programme of the European Union.



Fig.2: Poster of the project WIKWIO

Workshops discussions related to scientific project and the contract were as follows:

- 1 April 2014: From project to policy: the involvement of policy makers
- 1 April 2014: Translating capacity building and research into innovation
- 2 April 2014: Contract financial and reporting rules
- 2 April 2014: Project management

During these workshops, we discussed the involvement of political actors, the translating capacity of research into innovation. Managing the contract and the rules and procedures applicable to the contract were discussed in small groups (Fig.3), following a questionnaire sent previously by the ACP S&T Program.



Fig.3: Small group discussing project management and financial procedures along with ACP S&T II assistant L. Dutaur

Appendix 2 presents the questions and answers discussed during the workshops on project management and the rules and procedures applicable to the contract. All responses have been checked during the workshops and during the workshops report during the plenary session with the controller of the European Commission, Mr. Jérôme Lebouc.

A reporting on this conference was made to WIKWIO partners by sending them all the questionnaire with answers by email followed by a discussion all together via video conference on April 8, 2014 Scientists involved in the project having assisted this video conference were:

- Azaad GAUNGOO - MCIA / MSIRI in Mauritius,
- Ibrahim Yahaya - CNDRS the Comoros
- Alain Paul Andrianaivo - FOFIFA Madagascar,
- Jean Augustin Randriamampianina - FOFIFA Madagascar,
- Pierre Grard, director of the IFP in India.

As regards to the monitoring of the management of the project, partners were asked to ensure that the detailed list of expenditures and the monitoring of their own budget will be up to date for 4/30/14 in order to make a progress item at the next video conference.

Highlights on the project management recalled by the European Commission:

1) The contract : The European Commission requires that we comply with the requirements of the contract between the beneficiary and the European Union (Annex II and Annex IV); and practical guide of procedures 2012 corresponding to the call for proposal 2012 available at http://ec.europa.eu/europeaid/work/procedures/implementation/index_fr.htm

2) The financial report: CIRAD beneficiary must require its partners copies of accounting documents (invoices, time sheet, boarding pass ...) certified. Copies of accounting documents should be attached to the detailed list of expenses accompanied by the audit report of the partner. The final audit at the beneficiary (CIRAD) cannot take place without these documents. Without this audit we cannot validate our financial report. All this would affect the continuation of the project.

3) Budget and Accounting Monitoring: Regarding the bookkeeping of partners and budget monitoring; vouchers shall be recorded regularly in the accounting statements of the partner.

2 - Mission at IFP – Pondicherry, India

The WIKWIO project is coordinated by CIRAD in collaboration with 4 partners (MCIA/MSIRI, FOFIFA, CNDRS and IFP). The aims of this mission at IFP was to discuss and work with the IFP team in charge of ICT tools development, communication and also to present to the project manager of IFP the rules and the administrative and financial procedures applicable to the contract during the course of the project. IFP team was represented by Pierre Grard (director, expert in computer information systems in botany), Balasubramanian D. (expert in computer systems), Prabakhar (expert in computer systems and architect of the participatory portal), Ramesh B.R. (botanist), Anand (in charge of communication) and Sylvie Paquiry (Projects manager).

Scientific and technical aspects

The technician for computer development has been selected Mr. Sathish Kannan and will be recruited at IFP on first of May. He will assist the IFP team in web portal and IDAO application software development.

1 The website

The project website of WIKWIO is available at <http://www.wikwio.org>



Fig.4: Home Page of the WIKWIO project website

This website (Fig. 4) is presenting the WIKWIO project, the various activities (e.g. workshops, missions, techniques used), the partners, the project resources (bibliographical, botanical resources, fact sheets on species and identification system), contact of project coordinators and links to the participatory portal.

The development of a bilingual version (Fr/En) is under work and should be available within 2 months.

2 The participatory portal

The participatory portal of WIKWIO (fig. 5) is a Web-2 collaborative space for both public and members of the WIKWIO project available at <http://www.portal.wikwio.org>
It allows to:

- Access or contribution to species information spreadsheets
- Supply weed observations (e.g. field trips, weed control practices, unidentified weeds)
- Supply maps (the geo-referenced layers can be superposed on a Google physical or OSM base layer map)
- Share information, working documents, check lists of species
- Access the IDAO identification tool online
- Create working groups on specific topics
- Create, animate and participate to online discussions

Any page, document or photo can be subject to comments for/from members of the portal. These comments will include the basis for exchanges between the partners.

This portal is for public consultation but participation and contribution in this portal requires registration. Registration is validated by the project coordinators to prevent automated registrations or registrations from people with other intentions (e.g. people that are clearly not associated to agriculture or botany). By the end of the workshop there are currently 33 members registered to the portal. The workshop participants have been trained in the use of this portal and are now able to present it in their professional networks and seek new registrations.

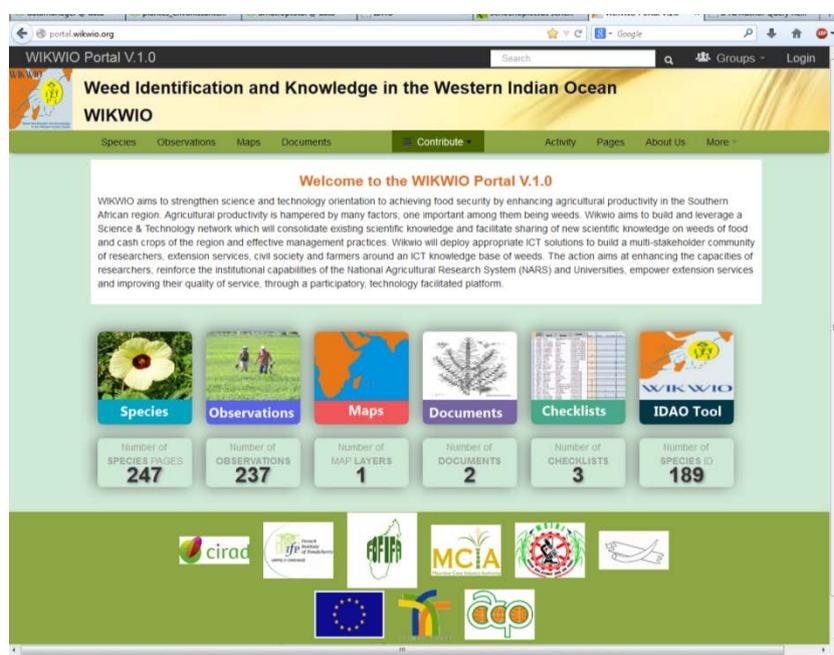


Fig.5 Home page of the WIKWIO portal

Several improvement tasks of the portal were discussed.

The species module

The online Database of WIKWIO is directly managed under the portal of the project. This enables online and multi-user data management.

The interface to allow online management of species spreadsheets is now available and will be updated on the WIKWIO portal.

The species spreadsheet contains currently 66 fields of information.

There are four levels of management of species spreadsheets:

- The administrator can review, update or remove a species spreadsheet
- The curator can review and update any field of the species spreadsheet
- The contributor can update only the fields he is the author and add new information
- The attributor can only access the spreadsheet for reading

The audience of information fields can be specified as “gentle – expert – children”.

The taxonomy and nomenclature of species is managed at the level of the species spreadsheet. It follows the APG III standard and The Plant List nomenclature of accepted scientific names and synonyms.

The information for species spread-sheets is presently being managed in English but the next release will cater for the French language (within 2 months).

The icons used to filtering the species will be replaced by three rows of new icons discussed during the launching workshop and prepared by Cirad. They correspond to the life cycle, the habit and the environment of the species. These characters will be also included in the species table.

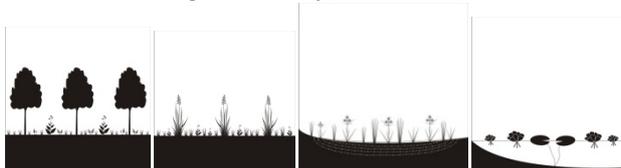
Life cycle (annual, vivacious, perennial)



Habit (fern, broadleaf, grass, sedge, climber, geophyte, parasite, shrub)



Environment (agro forestry, terrestrial, marchland, aquatic)



These filters will facilitate the selection of species.

A copy of the current formatted spreadsheet concerning the species of WIKWIO was given to Cirad in order to update all the species information. Once updated, the spreadsheet will be sent back to IFP to manage the new release of species information of the portal.

The observation module

All images available for a species have to be entered in the database as observations. From this set of images, the curator of a species spreadsheet will select those which will be used as illustrations of the species.

No location library is necessary. All observation locations are referenced by their Longitude and Latitude.

At the moment, photos are not resized during the upload. This aspect was discussed and will be taken into account to speed the upload of images and to avoid the storage of big image files on the server. Only resized images will be stored.

The Group module

Working group pages have to be created from a specific interface. Once the group created, several group pages can be prepared.

There are four levels of participation to a working group:

Action	Founder	Moderator	Member	Other
Read	*	*	*	*
Comment	*	*	*	*
Add observation	*	*	*	
Add document	*	*	*	
Push or pull resource	*	*		
Create page	*			

All documents, species spreadsheets, observations, checklists, etc. can be tagged to a specific working group, several groups or available to all groups.

Discussions in a group are managed throughout the comment stream.

There is no mailing system to a group community.

3 The IDAO application (identification system)

The current IDAO identification tool (Fig. 6) enables the identification of a first set of 200 weed species of cropping systems in the Indian Ocean.

The new version was discussed for a set of 330 species based on the weed checklists per country. A matrix of characters for identification was prepared by Cirad, including the three new characters added in the portal for species filtering (life cycle, habit and environment).

All the species are not completely described in the matrix but the new application can be already developed. It will be finalized to be presented during the second workshop of the project at Madagascar.

Several versions will be developed by IFP for any kind of use according to the location, the device used and the internet connectivity:

- A CD-room for use on computer without internet connection.
- A SVG version for online use with computer, tablet or smartphone with 3G+ or Wi-Fi connection from the website and the portal of the project.

- An off-line encapsulated version for tablets or smartphone use without 3G+ connection

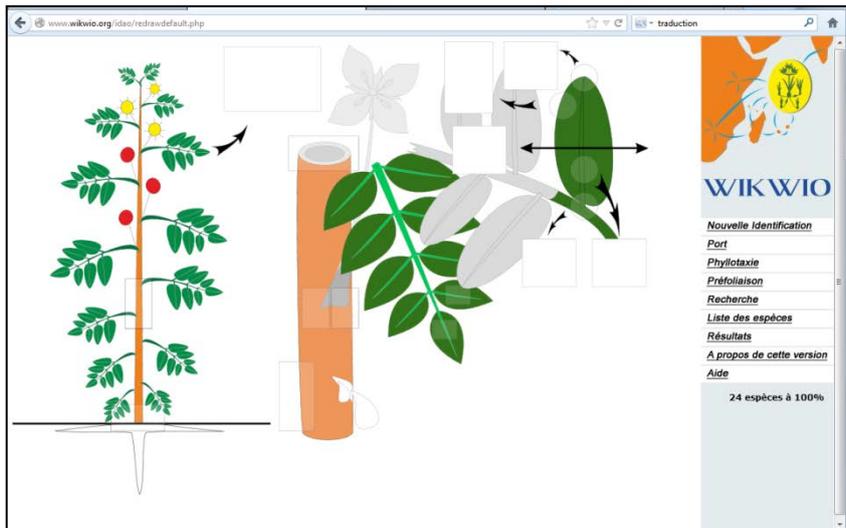


Fig. 6: Screen shot of the WIKWIO IDAO identification tool

The management and regular update of the characters of identification used in IDAO was also discussed. It appeared that the species spreadsheet interface of the portal could be adapted to allow a graphical management of the selection of modalities of characters per species. This would greatly facilitate the feeding of the matrix of characters and the update of the IDAO application. Such an adaptation of the spreadsheet interface could be available within 6 months.

4 Communication

The communication service of IFP will take in charge the regular update of the Website of the project and the dissemination of information about the project progress through several kinds of media such as agricultural Web news.

Administrative and financial aspects

N. Bakker has presented to the projects manager of IFP (S. Paquiry) the essential points of the modalities of management, "rules and procedures" and expected financial report of the WIKWIO project. However, the set of rules and procedures (legal, administrative and financial) are in the contract, the terms and procedures handbook.

The financial stakes of the project is that the European Union requires the beneficiary (Cirad) to ensure the financial management of the project. The EU can order its own audits of the project and in case of problem can ask for a reimbursement of funds by the beneficiary. Thus, the expected financial results for the unit (beneficiary or partner) can be decreased.

The means of communication have their limits; thus the objectives of N. Bakker action is to make the management arrangements and expected documents and reports better understood by the partner in presenting the key points of the management of the WIKWIO project.

The proposed approach is structured around the key issues management arrangements:

- Context of management
- Human resources managed by IFP
- The role of assistant, Nora BAKKER (Cirad)
- The role of the WIKWIO project manager, Patrick LUQUET (Cirad)
- The financial management service IFP
- The financial management circuit in compliance with EU rules
- Timesheets
- Equipment
- Preparation and submission of the financial report by IFP to Cirad
- Presentation and submission of the financial report by Cirad to the EU
- The documents necessary for the financial justification
- Eligible costs and ineligible expenses
- The financial Audit
- Documents for project financial management
- Interlocutors
- The presentation and explanation of material (contracts, budget, financial report).

Key points for the project financial management of WIKWIO

1) Presentation of the document "powerpoint "

Management Policies "rules and procedures "

2) Documents and templates for project management.

Documents information:

- Contract and its annexes :
- General Conditions - Annex II
- Rules of procurement - Annex IV

Models for financial and narrative reporting :

- Financial Report Appendix VI
- Check list of the Financial Report - Annex VII
- Interim Narrative Report - Annex VI
- Final Narrative Report - Annex VI

Important: all partners have to use the documents referred in the "Call 2012»

web sites to visit :

On the website click on FR to obtain the following documents in French .

<http://acp-st.eu/content/help-projects>

http://ec.europa.eu/europaid/work/procedures/implementation/grants/index_fr.htm

3) Highlights of Annex II: General Conditions applicable to grant contracts in the context of external

actions of the European Union .

Article 2 - Obligations regarding information and presentation of narrative and financial reports

Article 3 - Liability

Article 8 - Evaluation / monitoring

Article 14 - Eligible costs

Article 15 - Payment and interest when late see 15.6

Article 16 - Accounting and Control; Financial and see 16.1-16 .2-16.3

4) Highlights of Annex IV: Markets awarded by grant Beneficiaries in the context of external actions of the European Union.

Article 2 - The rule on nationality

Article 2.2 - Rules of Origin of purchases

5) Documents explained for the budget monitoring:

- Contract
- Annex II and Annex IV
- Procurement Rules : Rule of nationality , origin of purchases , thresholds purchases.
- Budget and 2nd and 3rd year budget forecast
- Detailed list of expenses
- Timesheets

Conclusions and recommendations

Partners are not well aware of the administrative culture of Europe. Thus the management procedures of the European Union are often poorly known and documents are poorly understood by the partner. The beneficiary has difficulty in monitoring the budget, and obtaining interim financial reports that are required for the several financial installments along the project. This is the reason why it is necessary to facilitate the administrative and financial management of the project by supporting the partners and discussing any issue or problem concerning the financial management of the project.

Thus we get a better understanding and consideration of our expected needs by our partners. This approach was fully appreciated by the Director of IFP, scientists involved in the project and the General Secretary in charge of scientific projects of the Institute.

The accompanying measures to partners for supporting the administrative and financial management of the project are necessary to facilitate project management. During this mission the projects manager in charge of scientific projects collaborated very well and she well understood the "rules and procedures" to be used during the project. All documents necessary for the management were delivered and explained. Clarifications were brought to some misunderstanding points in the payroll, missions and purchases.

Conclusions

These two missions were very interesting and very well organized.

The stakeholders conference allowed answering a number of questions that we ask ourselves on certain the financial procedures

The mission at IFP facilitated the work with the IT development team and has set targets for improvement project ICT tools for submission during the second workshop in Madagascar. Moreover, this was a good opportunity to fully explain the rules for administrative and financial procedures.

Acknowledgement

We acknowledge the ACP S&T II and EDULINK II programs for the organization of the stakeholders conference and particularly Mr. G. den Ouden and Ms. L. Dutaur for their willingness to answer our questions

We would also like to thank Dr. P. Grard and the whole team of IFP involved in the WIKWIO project for their welcome at Pondicherry and the quality of the work we have had together.

We thank the European Union (ACP Secretariat -Science and Technology Programme II) for funding the project WIKWIO through the tender of the 2012 10th European Development Fund.

Appendix 1: Programme of the Joint Stakeholders conference

1 April 2014 (Day 1)			
<i>“The ACP-EU cooperation in higher education, science and technology, and research”</i>			
09:00	Registration + Setting up of posters		
09:30	Opening ceremony <ul style="list-style-type: none"> ● Welcome remarks (<i>Mme Michèle Dominique Raymond, Assistant Secretary General, Political Affairs & Human Development, ACP Secretariat</i>) ● Introduction to the objective of the day (<i>Mr. Denis Salord, Head of Unit E3, Development and Cooperation – EuropeAid, European Commission</i>) 		
09:45	Presentation of the Grant Programmes <ul style="list-style-type: none"> ● Introduction to the programmes: background (10th EDF) and overall objectives and expected results of the current programmes (<i>DEVCO and South Africa’s Representative</i>) 		
10:00	Coffee Break		
10:30	Presentation of the EDULINK II programme <ul style="list-style-type: none"> ● Brief introduction of projects by the project managers. <i>Each project manager will introduce himself to the audience (1 minute each).</i> 		
11:45	Presentation of the S&T and Research programmes <ul style="list-style-type: none"> ● Brief introduction of projects by the project managers <i>Each project manager will introduce himself to the audience (1 minute each).</i> 		
13:00	Lunch		
<i>Parallel Discussion Sessions: Ensuring Objectives and Results</i>			
14: 30	Session 1 <i>Moderated by the relevant Technical Assistance Unit</i> <i>Rapporteur –(a designated project manager)</i>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Room C – EDULINK: ICT and distance learning: challenges and opportunities for ACP HEIs </td> <td style="width: 50%; padding: 5px;"> Room B – S&T and Research: From project to policy: the involvement of policy-makers </td> </tr> </table>	Room C – EDULINK: ICT and distance learning: challenges and opportunities for ACP HEIs	Room B – S&T and Research: From project to policy: the involvement of policy-makers
Room C – EDULINK: ICT and distance learning: challenges and opportunities for ACP HEIs	Room B – S&T and Research: From project to policy: the involvement of policy-makers		
15:30	Coffee Break		
16:00	Session 2 <i>Moderated by the relevant Technical Assistance Unit</i> <i>Rapporteur –(a designated project manager)</i>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Room C – EDULINK: Joint curricula development and accreditation in the ACP HEIs </td> <td style="width: 50%; padding: 5px;"> Room B – S&T and Research: Translating capacity building and research into innovation </td> </tr> </table>	Room C – EDULINK: Joint curricula development and accreditation in the ACP HEIs	Room B – S&T and Research: Translating capacity building and research into innovation
Room C – EDULINK: Joint curricula development and accreditation in the ACP HEIs	Room B – S&T and Research: Translating capacity building and research into innovation		
17.00	Poster Session and Bilateral Meetings <i>Participants will use this time slot to meet each other and present their projects whilst project managers will have a given timeslot for bilateral meetings with the Contracting Authority and TAUs</i>		

18:00	Cocktail reception (foyer ACP House)	
2 April 2014 (Day 2) “The management of grant projects”		
09:00	<p><i>Moderation: Mr. John Kakule, ACP Secretariat</i></p> <p>Reporting on outcomes of the parallel sessions on Day 1</p> <p><i>The rapporteurs of the four parallel sessions of Day 1 will present a summary of the conclusions of each session</i></p>	
09:30	<p>Introduction to the objective of the day (<i>Mr. Jérôme Lebouc, Development and Cooperation – EuropeAid, European Commission</i>)</p> <p>Overview of contractual documentation (DEVCO)</p> <p><i>Information on EC regulations and procedures on project and financial management</i></p>	
10:00	Coffee Break	
Parallel Discussion Sessions – working groups		
10:30	Session 1: Contract financial and reporting rules	
	<i>Discussion on simulated scenarios based on frequently asked questions and project experiences.</i>	
	Room C – EDULINK	Room B – S&T and Research
11:45	Session 2: Project management	
	<i>Discussion on simulated scenarios based on frequently asked questions and project experiences.</i>	
	Room C – EDULINK	Room B – S&T and Research
13:00	Lunch Break	
14:30	<p>Reporting from the parallel sessions</p> <p><i>Moderation: Mr. John Kakule, ACP Secretariat</i></p> <ul style="list-style-type: none"> • Presentation by the rapporteurs of the outcomes of each session • Questions and answers 	
16:30	<p>Information on HORIZON 2020 (DG R&I, European Commission)</p> <ul style="list-style-type: none"> • Presentation on research collaboration opportunities under Horizon 2020, followed by comments from the representative of South Africa on the participation in Framework Programmes • Questions and answers 	
16:45	<p>Closure of the conference</p> <p>Main outcomes of the conference and the upcoming Erasmus+ Programme(DEVCO)</p> <p>Closing remarks (<i>ACP Secretariat</i>) – <i>Mme. Michèle Dominique Raymond, ASG PAHD-ACP Secretariat</i></p>	
17:00	<p>Poster Session and Bilateral Meetings</p> <p><i>Participants will use this time slot to meet each other and present their projects whilst project managers will have a given timeslot for bilateral meetings with the Contracting Authority and TAUs</i></p>	

Appendix 2: Questionnaire and answers

Joint Stakeholders Conference ACP House, 1 -2 April 2014

2 April 2014 - Discussion Session 1– 10:30 Contract financial and reporting rules

The good implementation of a grant contract requires a thorough knowledge of the rules and procedures to be applied for financial management and reporting to the contracting authority. A correct management of these two interlinked tasks ensure a smooth flow of funding to the institutions involved in the implementation of the activities. The following topics and questions may serve as a self-test and as a stimulus for discussion on the financial management and reporting requirements to be applied in the grant contracts. The participants to the conference are invited to review these questions and find the appropriate answers (including the references to the applicable articles of the grant contract and its annexes).

1) Eligibility of costs

Only eligible costs may be financed through the grant contract.

- Have you and your partners a clear knowledge of which costs are eligible and which are not?

ARTICLE 14 - ELIGIBLE COSTS

- 14.1. Eligible costs are costs actually incurred by the Beneficiary which meet all the following criteria:
- a) they are incurred during the implementation of the Action as specified in Article 2 of the Special Conditions with the exception of costs relating to final reports, expenditure verification and evaluation of the Action, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award contracts, as referred to in the Article 1.3, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the Action, provided the provisions of Annex IV were respected;
 - b) must be indicated in the estimated overall budget of the Action;
 - c) must be necessary for the implementation of the Action;
 - d) they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary and determined according to the applicable accounting standards of the country where the Beneficiary is established and according to the usual cost accounting practices of the Beneficiary;
 - e) must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

- Could you please provide a definition of eligible costs?
All budgeted costs which meet with the criteria in article 14.1

- Could you please mention two examples of non-eligible costs?

14.6. The following costs shall not be considered eligible:

- debts and debt service charges;
 - provisions for losses or potential future liabilities;
 - interest owed;
 - costs declared by the Beneficiary and covered by another action or work program;
 - purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest at the end of the Action;
 - currency exchange losses;
 - credits to third parties, unless otherwise specified in the Special Conditions
- Which documents would you use to justify the following costs?:
 - o the cost of human resources (e.g. university staff working part time to the project)
The detailed list of expenses in the human resources table. Timesheet and wage slip.
 - o travel and per diems costs to a conference organised by the project.
The detailed list of expenses in the human resources table for the per diems and in the travel table for the flight ticket. Invoices and boarding pass.

2) Purchase of goods and services

- Have you and all your partners a clear knowledge of the procurement to apply for procurement of equipment or services?

Article 2.4.1) The thresholds given in the table are based on the maximum budget for the contract in question (including any co-financing). Note that projects must not be split artificially to circumvent the procurement thresholds.

- Which procedure would you use for the purchase of equipment valued EUR 40,000?
Competitive negotiated procedure <€60.000 but>€10.000

- What are the rules of origin for the procurement of such equipment?
All goods (supplies and materials) purchased under a contract financed under an EU instrument, including EDF, must originate from the EU or from an eligible country (see above 'nationality' and below 'exceptions to the rule on nationality and origin').

3) Reporting to the contracting authority

- How frequently will you report to the contracting authority on the progress of your project?
Once a year

- Which documents will you use for reporting to the contracting authority?
 - *Detailed list of expenses*
 - *The timesheets.*
 - *Audit of the beneficiary*
 - *The budget and follow-up (Annex VI - financial report).*
 - *The interim financial report and final (Annex VI -financial report)..*
 - *Funding source (with budget) (Annex VI - financial report).*
 - *Justification income (Cirad-the partners contract and form « claim »).*
 - *Financial report checklist (Annex VII). If all check points are positive, the financial report will probably be accepted.*
 - *Interim Narrative Report and Final Narrative Report – Annex VI*

- How many audits should your project undertake based on the grant contract and which costs will be audited (please explain
One audit per year for grant contract of €750 000 or more. All costs will be audited.

15.6. A report on the verification of the Action's expenditure, produced by an approved auditor who meets the specific conditions of the Terms of Reference for the expenditure verification, shall be attached to:

- any request for pre-financing payments per financial year in case of grants of EUR 750 000 or more;
 - any final report in the case of a grant of more than EUR 100 000;
 - any request for payment of over EUR 100 000 for the financial year, in the case of an operating grant
-
- Since you have already received the first advance payment, when would you request the next prefinancing payment?
After the first annual financial report if more than 70% of the first installment has been used.

Article 4 - Narrative and financial reporting and payment arrangements

- 4.1 Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15.1 of Annex II.
- 4.2 Payment shall be made in accordance with Article 15 of Annex II. Of the options referred to in Article 15.1, the following shall apply:
- | | |
|---|------------------------|
| First instalment of pre-financing (80% of the part of the forecast budget for the first 12 months of implementation financed by the Contracting Authority): | 266,422.22 EURO |
| Forecast further instalment(s) of pre-financing:
(subject to the provisions of Annex II) | 498,282.36 EURO |
| Forecast final payment
(subject to the provisions of Annex II): | 84,967.18 EURO |
- 4.3 The first instalment of pre-financing, if applicable, shall be paid to the Beneficiary within 45 days, as from the date of reception by the Contracting Authority of signed Contract accompanied by the financial guarantee if required in accordance with Article 15.7 of the General Conditions. The signed contract serves as payment request.

Option 2: Actions with an implementation period of more than 12 months and where the financing provided by the Contracting Authority is more than EUR 100 000

The Contracting Authority shall pay the grant to the Beneficiary in the following manner:

- an initial pre-financing instalment of 80% of that part of the estimated budget for the first 12 months financed by the Contracting Authority by applying the percentage to eligible costs laid down in article 3.2 of the Special Conditions following the provisions in Article 4 of the Special Conditions.
- further pre-financing instalments designed to normally cover the part of the Beneficiary's financing needs for each twelve month period of implementation of the Action financed by the Contracting Authority by applying the percentage to eligible costs laid down in article 3.2 of the Special Conditions. Payment will be made within 45 days of the Contracting Authority approving an interim report in accordance with Article 15.2, accompanied by:
 - a request for payment conforming to the model in Annex V,
 - a forecast budget for the subsequent 12-month period (or of the remaining period if its shorter),
 - an expenditure verification report under Article 15.6, if required,
 - a financial guarantee if required under Article 15.7;
- the balance within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by:

- a request for payment of the balance conforming to the model in Annex V,
- an expenditure verification report required under Article 15.6.

- How would you calculate the amount to be requested?
Second year: 80% of the forecast budget of the second year.

4) Modification of the grant contract

Any project may need modifications due to unforeseen circumstances occurring during implementation.

- Where can you find the main rules related to grant contract modifications?
In article 9.

ARTICLE 9 - AMENDMENT OF THE CONTRACT

- 9.1. Any amendment to the Contract, including the annexes thereto, must be set out in writing in an addendum. This Contract can be modified only during its execution period.

If an amendment is requested by the Beneficiary, it must submit that request to the Contracting Authority thirty days before the date on which the amendment should enter into force, unless there are special circumstances duly substantiated by the Beneficiary and accepted by the Contracting Authority.

- 9.2. However, where the amendment to the Budget or Description of the Action does not affect the basic purpose of the Action and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, or a transfer between main budget headings involving a variation of 15% or less of the amount originally entered (or as modified by addendum) in relation to each concerned main heading for eligible costs, the Beneficiary may amend the budget and inform in writing without delay the Contracting Authority accordingly. This method may not be used to amend the headings for administrative costs or the contingency reserve.

Changes of address, bank account or auditor may simply be notified, although this does not stop the Contracting Authority from opposing the Beneficiary's choice of bank account or auditor.

The Contracting Authority reserves the right to require that the auditor referred to in Article 5.2 of the Special Conditions be replaced if considerations which were unknown when the Contract was signed cast doubt on the auditor's independence or professional standards.

- 9.3. An addendum may not have the purpose or the effect of making changes to the Contract that would call into question the grant award decision or be contrary to the equal treatment of applicants. The maximum grant referred to in Article 3.2 of the Special Conditions may not be increased.

- What would you do in case you need to change an activity and increase its budget by 10%?

I will inform the contracting authority and wait the agreement.

- In what cases would an addendum to the budget be needed (mention 2)?

When the amendment to the budget or description of the action does not affect the basic purpose of the action and the financial impact is limited to a transfer between items within the same main budget heading including cancellation or introduction of an item, OR a transfer between main budget headings involving a variation of 15% or less of the amount originally entered in relation to each concerned main heading for eligible costs.

Joint Stakeholders Conference
ACP House, 1 -2 April 2014

2 April 2014 - Discussion Session 2 – 11:45
Project management

You have recently started the implementation of the grant contract. Now that activities are underway, there are some important aspects in the management of the project we would like to highlight and review based on previous experiences so that your project is on the right track. The following topics may serve as a self-test and as a stimulus for discussion on contract and project management principles to be applied in the implementation of the grant contracts. The participants to the conference are invited to review these questions and find the appropriate answers.

1) Formalising the partnership

A strong, transparent and equal partnership is essential for a successful implementation of the project.

- Have you formalised the relations among partners through a written agreement (contract, memorandum of understanding or otherwise)?

Yes we have formalized the relations among partners through a written agreement.

- What are the main conditions stated in this agreement (mention at least 3)?

The conditions stated in the Grant contract with the "Contracting Authority).

Article 1 - Purpose

- 1.1 The purpose of this Contract is the award of a grant by the Contracting Authority for the implementation of the Action entitled: **WIKWIO: Weed Identification and Knowledge in the Western Indian Ocean** (the "Action") described in Annex I.

Article 2 - Implementation period of the Action

Article 3 - Financing the Action

- What would you do if one of the partners is not any more actively involved in the project, which might frustrate the implementation of the contract?

ARTICLE 12 - TERMINATION OF THE CONTRACT

- 12.1. If a party believes that the Contract can no longer be executed effectively or appropriately, it shall consult the other party. Failing agreement on a solution, either party may terminate the Contract by serving two months' written notice, without being required to pay compensation.

2) Financial plan for the partnership

- Have you established a financial plan for the partnership?

Yes we have established a financial plan for the partnership with the same conditions stated in the Grant contract with the "Contracting Authority).

- How frequently will the lead partner provide funds to the other partners?
Each year after agreement of the financial report.
- What are your internal procedures to provide funds to the partners?
Bank transfer.

Article 4 - Narrative and financial reporting and payment arrangements

4.1 Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15.1 of Annex II.

4.2 Payment shall be made in accordance with Article 15 of Annex II. Of the options referred to in Article 15.1, the following shall apply:

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Forecast further instalment(s) of pre-financing:	498,282.36 EURO
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(subject to the provisions of Annex II)

Forecast final payment

(subject to the provisions of Annex II):	84,967.18 EURO
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4.3 The first instalment of pre-financing, if applicable, shall be paid to the Beneficiary within 45 days, as from the date of reception by the Contracting Authority of signed Contract accompanied by the financial guarantee if required in accordance with Article 15.7 of the General Conditions. The signed contract serves as payment request.

- How frequently will the lead partner provide funds to the other partners?
Yearly after annual financial report validated by EU
- What are your internal procedures to provide funds to the partners?
Bank transfer

3) Project planning, monitoring and evaluation

A thorough planning and monitoring of the project is needed to ensure a smooth implementation.

- How often will you revise your planning?
 - *Each technical workshop.*
 - *Monthly video conference between partners*
- How will your monitoring and evaluation be conducted (short explanation)?
On basis of the logical frame work of the project
- What documents will be used as basis for monitoring and evaluation?
Logical framework and Gantt diagram of the project
- Have you set up SMART OVIs for proper project monitoring?

Software : Project manager = Gant diagram

4) Communication and visibility

Presenting the project, its activities and its results is useful for raising and promoting the project topics.

– Do you have a communication and visibility plan?

yes

– What are the main activities planned?

– *newspaper articles*

– *television interviews*

– *institutional newspapers*

– *brochures*

– *caps*

– *umbrellas*

– *bags*

– *Conferences*

– *Poster*

– *Website*

– *Tropical agricultural websites*

– *Network of partners and associated structures*

– *Presentation in forthcoming Taxonomic Data Working Group meeting in Kenya*