

# ECGFA NET II

## 4th Working Meeting

WP1 – Administration,  
coordination & reporting  
*Preparing for the final report*

Sofia Härkönen,  
project assistant

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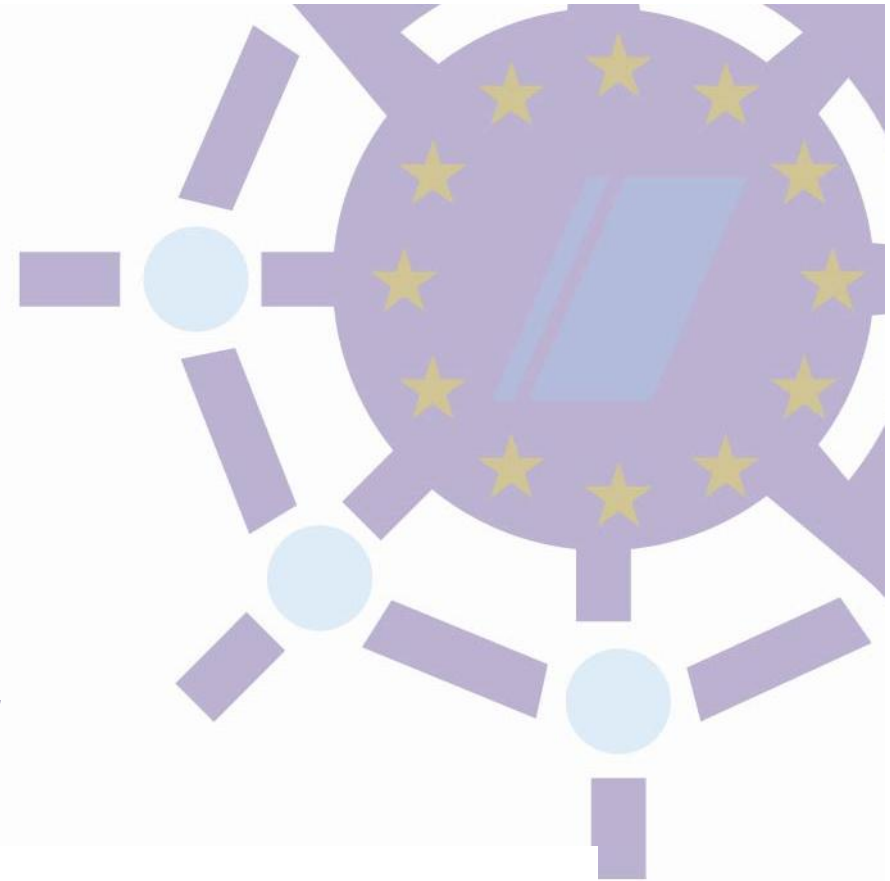
[ecgfnet@raja.fi](mailto:ecgfnet@raja.fi)



**Rajavartiolaitos**  
Gränsbevakningsväsendet  
The Finnish Border Guard



EUROPEAN  
COAST GUARD FUNCTIONS  
TRAINING NETWORK



## TOPICAL ISSUES



Change of the project manager

Mr. Pietari Vuorensola, project manager in ECGFA NET I, back to duty since 1.9.2017

Final report to EASME will be submitted by 28.2.2018, FBG & ITCG

Outputs delivered, the final results achieved, conclusions and recommendations for next steps, lessons learned and details on cost.

# COMMUNICATIONS



Please report your  
communications actions:

<https://link.webropolsurveys.com/S/278851592F428D07>

Communications deliverables  
have an impact on project  
results!

## Communications feedback

### 1. Please fill in the details of the communications activity

Date	<input type="text"/>
Where the activity took place (e.g. seminar, internet-page)	<input type="text"/>
Type of activity (e.g. article, presentation)	<input type="text"/>
Organisation (by whom)	<input type="text"/>

### 2. Add file (max. size 40Mb)

# BUDGET FOLLOW-UP (estimation)



		Staff Costs	Left in staff costs	Travel Costs	Left in travel costs	Other Specific Costs	All occurred costs	Left in the budget	Situation until	Total budget
1	FBG	106 337	28 223	19 111	13 039	15 989	151 338	82 960	Oct	234 298
2	ITCG	48 111	11 049	5 404	8 346	3 879	61 411	55 123	Oct	116 534
3	CYPOL	0	0	5 937	-437	0	6 353	-468	Aug	5 885
4	DGDDI	0	480	1 046	4 454	0	1 119	5 279		6 398
5	GFP	0	0	4 921	579	0	5 265	620	Oct	5 885
6	GNR	12 084	4 125	7 675	2 575	0	21 142	7 160	Oct	28 302
7	GU CI	0	0	3 668	1 832	0	3 924	1 961	Oct	5 885
8	HCG	7 655	545	8 966	2 234	0	17 784	2 974	Oct	20 758
9	POR NMA	0	0	2 979	621	0	3 187	665	Oct	3 852
10	POR NAVY	0	0	4 276	-676	0	4 575	-723	Oct	3 852
11	SASEMAR	7 922	878	6 991	1 359	0	15 957	2 928	Oct	18 885
12	AEAT	3 002	6 598	4 508	2892	0	7 592	10 598	Aug	18 190
13	SWE CG	0	0	4 250	-650	0	4 547	-695	Oct	3 852
14	UK MCA	2 642	14 638	1 556	6 794	0	4 493	22 931	Aug	27 424
TOTAL		187 753	66 536	81 288	42 962	19 868	308 687	191 313		500 000

# FINANCIAL PROCESS... THE WAY FORWARD



Two remaining deadlines:

- 22.12.2017 – last financial report
  - Costs from November-December
  - All documents needed for reporting that haven't yet been provided -> after 22.12., the reports need to be complete!
  
- 31.1.2018 – compiled final financial statement
  - WP1 sends this to contributors to be signed and stamped
  - Contributors send the original document, signed and stamped, to FBG by post and scanned copy to [ecgfanet@raja.fi](mailto:ecgfanet@raja.fi) by 31.1.2018

# DOCUMENTS NEEDED FOR THE FINAL FINANCIAL REPORT



## 1) FINANCIAL STATEMENT

Please indicate here if your organisation is not entitled to claim the value-added tax back

Reporting period N°:  
For the period from [ ] to [ ]

Name of the Beneficiary/Affiliated entity: [ ]

My organisation can not claim the VAT back :



### STAFF COSTS (1)

Copies of timesheets and justification for labour rate and overhead rate calculations for the **three highest cost items** must be attached to the Financial Statement. Copies of other timesheets and justification for labour rate and overhead rate calculations may be requested by the EASME at anytime.  
The cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. EASME will not accept any specific bonuses paid out only for the participation in EU projects.

Line N°	Staff /in-house consultants	Name	Category name (e.g. senior expert, engineer, etc.)	Number of person-hours		Staff costs amount
				A	B	
1						0,00
2						0,00
3						0,00
4						0,00
5						0,00
6						0,00

Financial statement that contains all costs from October 2016 to December 2017 – WP1 compiles this and sends to contributors

Contributors sign and stamp it and

- 1) send the original by post to FBG (see end of slide for contacts)
- 2) scanned copy by e-mail to [ecgfanet@raja.fi](mailto:ecgfanet@raja.fi)

# DOCUMENTS NEEDED FOR THE FINAL FINANCIAL REPORT



## 2) CERTIFICATE OF APPOINTMENT

- the name of the participant appointed and their position
- the role of the participant within the project (e.g. SQF working group member)
- the date of the appointment

Template available in the ECGF Training Portal (Library accessible when logged in)

## 3) VALUE-ADDED TAX CERTIFICATE

- proves that the organisation can't claim the VAT back
- is needed to make the VAT included in the reported costs eligible

No template available.

# DOCUMENTS NEEDED FOR THE FINAL FINANCIAL REPORT



## 4) DOCUMENTS RELATED TO TRAVEL COSTS

- Flights, hotel, daily allowance, bus, train, taxi...
- The document should indicate:
  - Name of passenger/hotel guest
  - Dates, flight times/hotel nights
  - Flight route and number
  - Price!



# DOCUMENTS NEEDED FOR THE FINAL FINANCIAL REPORT: FOR THE SQF WORKING GROUP MEMBERS ONLY



## 5) DOCUMENT OF ANNUAL SALARY IN 2016

- Total annual salary = both the salary paid to the employee and the social charges of the employer

## 6) TIMESHEETS

- Total working time = hours worked for the project + all other hours

Name of staff member	Sofia Härkönen												
Name of Beneficiary/ Partner	Finnish Border Guard												
Total of working hours *	51,1												
Calendar Year	2017												
Calendar Month	November												
* indicate number of working hours per day, week or month													
Calendar Day	1	2	3	4	5	6	7	8	9	10	11	12	13
In case of absence, indicate one of the reason codes below				WE	WE								
Hours worked on project <b>ECGFA NET II</b>	3,2	3,2	6,2			7,3	7,3	3,1	2,3				
Other activities	4,1	4,1	1,1			0,0	0,0	4,2	5,0				
Total hours (including overtime)	7,3	7,3	7,3	0,0	0,0	7,3	7,3	7,3	7,3	0,0	0,0	0,0	0,0
** indicate the reference of the project													

This is only applicable to FBG, ITCG, AEAT, SASEMAR, HCG, GNR and UK MCA!

# DOCUMENTS NEEDED FOR THE FINAL FINANCIAL REPORT: FOR THE SQF WORKING GROUP MEMBERS ONLY



## 6) CALCULATION OF HOURLY RATE

Found on the last page of the "Financial statement" excel file

ANNUAL WORKED HOURS								
(1) Calendar days per year minus weekends			261					
(2) Annual holidays (in n° of days)			8					
(3) Statutory holidays (in n° of days)			30					
(4) Others (i.e. illness etc.) (in n° of days) PLEASE SPECIFY			0					
<b>(5) Productive days per year: (1) - (2) - (3) - (4)</b>			223					
(6) Working hours per day			7,33					
(7) Annual working hours: (1) x (6)			1914					
<b>(8) Productive hours per year: (5) x (6)</b>			1 635	(A)				
<b>(9) Productive hours per month</b>			136	(A)/ 12				

Fill in your organisation's details

Staff / in-house consultant	Staff Name	Staff Category	Salary cost per year (Staff) - Hourly rate as per contract (in-house consultant)	Social charges per year (Staff)	%	Other Costs per year (Staff)	Total annual cost per employee	Hourly Labour rate (Total annual costs per person / A)
Staff	Pietari Vuorensola	Project manager	60 000,00	3 000,00			63 000,00	38,54
Staff	Aleksi Mallea	Deputy project manager	40 000,00	2 000,00			42 000,00	25,68
Staff	Sofia Härkönen	Project assistant	25 000,00	1 000,00			26 000,00	15,90

This is only applicable to FBG, ITCG, AEAT, SASEMAR, HCG, GNR and UK MCA!



## SUMMARY: WHAT NEXT?

➤ by 22.12.2017: please send the costs from Nov to Dec with the supporting documents AND the following:

- Certificates of Appointment
- VAT certificate
- All missing documents regarding travel costs
- Document of annual salary in 2016 (FBG, ITCG, AEAT, SASEMAR, HCG, GNR, UK MCA)
- All missing timesheets (FBG, ITCG, AEAT, SASEMAR, HCG, GNR, UK MCA)
- Calculations of hourly rate (FBG, ITCG, AEAT, SASEMAR, HCG, GNR, UK MCA)

➤ by 31.1.2018: please send the original signed and stamped final financial statement to FBG by post and the scanned copy by e-mail to [ecgfanet@raja.fi](mailto:ecgfanet@raja.fi)

# AFTER SUBMITTING THE FINAL REPORT?



- EASME processes the final report and asks for clarifications if needed
- After the final report is approved, it is time for the payment of the balance (spring 2018)
- Payment of the balance = EASME establishes the amount of the final payment to be made to the contributor
  - All contributors have received 70 % of the estimated EU grant in the beginning of the project.
  - In the payment of the balance, they are due the remaining 30 % according to their actual costs.
  - If the prepayment (70 %) has been higher than the final grant amount (certified by EASME), the contributor has to reimburse the amount paid in excess by EASME.

# A GUIDEBOOK FOR THE FINAL REPORT



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2.3. Documents needed for staff costs (applicable to FBG, ITCG, AEAT, SASEMAR, HCG, GNR, UKMCA)	5
2.4. Documents needed for sub-contracting (applicable to FBG and ITCG)	6
To summarize... the checklist for supporting documents	7
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- Work-in-progress, will be provided by e-mail by 1.12.
- **IMPORTANT:** Please forward the guidebook to the person responsible for financial reporting!



# FEEDBACK ON PROJECT MANAGEMENT

## Project meetings

1. Have the project meetings been an efficient way to work on project-related matters?

Yes

No

2. Please specify: why/why not?

Anonymous  
feedback forms for  
each attendee in  
the meeting

## Internal communications in ECGFA NET II

1. Are you satisfied with internal communications in ECGFA NET II?

Yes

No

2. Please specify: why/why not?

All feedback  
welcome by e-mail  
as well:  
[ecgfanet@raja.fi](mailto:ecgfanet@raja.fi)

## Open feedback

7. Please share your thoughts on anything project-related. What has been done well? What could be improved and how? Questions, comments?

# Thank you for your attention!



**Rajavartiolaitos**  
Gränsbevakningsväsendet  
The Finnish Border Guard



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