



GOVERNING INHERITANCE STATUTES  
AFTER THE ENTRY INTO FORCE  
OF EU SUCCESSION REGULATION

GOINEU



This Project is funded  
by the European Union's  
Justice Programme 2014-2020

**GolnEU**

# Governing Inheritance Statutes after the Entry into Force of EU Succession Regulation

**Kick-off meeting  
Firenze, 1<sup>st</sup> December 2017**

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This Project is implemented by Coordinator



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Partners



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Centro de  
Direito da  
*Família*



Fondazione  
Italiana  
del Notariato



Associazione Avvocati  
Matrimonialisti Italiani

# DURATION OF THE PROJECT

The duration of the action is  
**24 months**  
starting from  
**1<sup>st</sup> October 2017**



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## TOTAL BUDGET

EUR 425,132.94

## TOTAL EU CONTRIBUTION

EUR 340,106.33

corresponding to 80% of total eligible costs

# PRE-FINANCING

## The Commission grants to the Co-ordinator:

- a pre-financing payment, equal to EUR 221,069.11, corresponding to the 65% of the total EU grant;
- one payment of the balance, on the basis of the request for payment of the balance.

(Art. 16.1– Grant Agreement)



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	TOTAL COSTS	OWN CONTR.	EU GRANT	TOTAL	Prefinancing 65%
UNIFI	174.273,58	39.733,20	134.540,38	174.273,58	87.451,25
EOTVOS	21.835,49	4.367,10	17.468,39	21.835,49	11.354,45
VALENCIA	50.490,09	10.098,02	40.392,07	50.490,09	26.254,85
COIMBRA	18.834,14	3.766,83	15.067,31	18.834,14	9.793,75
CNRS	41.765,31	8.353,06	33.412,25	41.765,31	21.717,96
NOTARIATO	111.380,58	17.397,65	93.982,93	111.380,58	61.088,90
MATRIMONIALISTI	6.553,75	1.310,75	5.243,00	6.553,75	3.407,95
	425.132,94	85.026,61	340.106,33	425.132,94	221.069,11

Prefinancing 65%	221.069,11
Balance 35%	119.037,22
	340.106,33

# REPORTING PERIODS

## Mid-term Report

*on the implementation of the action, within 30 days after half of the reporting period set out in Article 15.2 has passed  
(within 30 October 2018)*

## Final Report

both Technical and Financial  
within 60 days from the end of the project



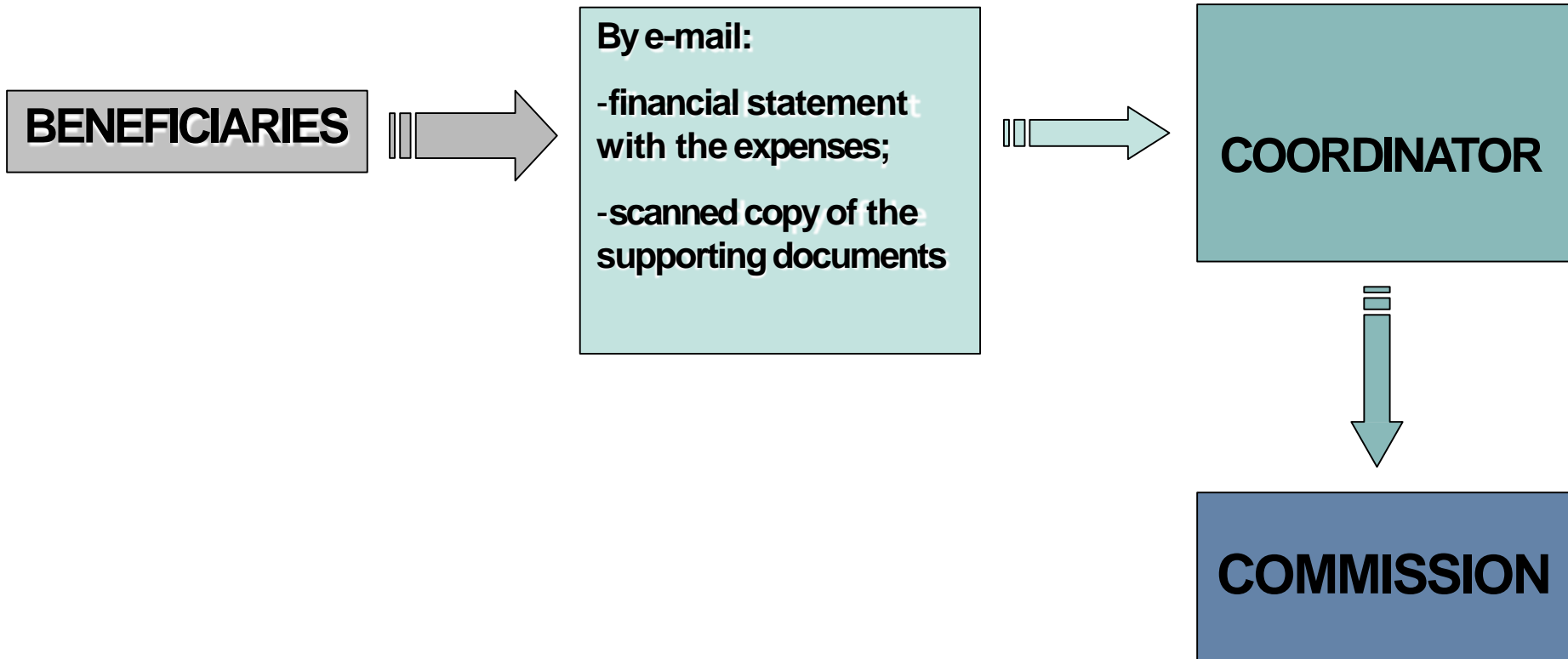
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# REPORTING PROCESS



# ELIGIBLE COSTS

**Eligible costs** are those costs that can be **attributed directly to the action** and are identified by the beneficiary in accordance with its accounting principles and its usual internal rules

- A. direct personnel costs;**
- B. direct travel and subsistence costs;**
- C. direct costs of subcontracting;**
- D. not applicable;**
- E. other direct costs.**
- F. indirect costs.**



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## GUIDELINES ELIGIBLE COSTS

Costs to be claimed must be **eligible**, that is:

- ✓ Incurred during eligibility period;
- ✓ Indicated in the estimated budget (Annex II);
- ✓ Incurred in connection with and necessary for the action described in Annex II;
- ✓ Identifiable and verifiable in the beneficiary's accounting;
- ✓ Comply with the requirements of applicable tax and social legislation;
- ✓ Reasonable, justified and complying with the principal of sound financial management (economy and efficiency).
  - ✓ (Art. 6.1 – Grant Agreement)



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# GUIDELINES NON-ELIGIBLE COSTS

## Non-eligible costs include:

- ✓ (a) costs that do not comply with the conditions set in art.6.1 to 6.3 of the Grant Agreement, in particular:
  - ✓ (i) costs related to return on capital;
  - ✓ (ii) debt and debt service charges;
  - ✓ (iii) provisions for future losses or debts;
  - ✓ (iv) interest owed;
  - ✓ (v) doubtful debts;
  - ✓ (vi) currency exchange losses;
  - ✓ (vii) bank costs charged by the beneficiary's bank for transfers from the Commission;
  - ✓ (viii) excessive or reckless expenditure;
  - ✓ (ix) deductible VAT;
  - ✓ (x) costs incurred during suspension of the implementation of the action (see Article 33);
  - ✓ (xi) in-kind contributions provided by third parties;



# GUIDELINES NON-ELIGIBLE COSTS

## Non-eligible costs include:

- ✓ **(b) costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Commission for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period;**
- ✓ **(c) costs for staff of a national (or local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant);**
- ✓ **(d) costs (especially travel and subsistence costs) for staff or representatives of EU institutions, bodies or agencies;**
- ✓ **(e) costs for activities that do not take place in one of the eligible countries set out in the call for proposals —unless approved by the Commission.**



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# ACTUAL COST REIMBURSEMENT

- a. for direct personnel costs: as actually incurred costs ('actual costs')
- b. for direct travel and subsistence costs: as actually incurred costs (actual Costs);
- c. for direct costs of subcontracting: as actually incurred costs (actual costs);
- d. for direct costs of providing financial support to third parties:
- e. for direct costs of equipment (not applicable);
- f. for other direct costs: as actually incurred costs ('actual costs');
- g. for indirect costs: on the basis of a flat-rate applied as set out in Article 6.2.Point F ('flat-rate costs');



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# BUDGET CATEGORIES AND RELEVANT SUPPORTING DOCUMENTS



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# PERSONNEL COSTS

Personnel costs are eligible if they are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action ('costs for employees (or equivalent)'). They must be limited to salaries, social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).



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# PERSONNEL COSTS

**Personnel costs must be calculated by the beneficiaries as follows:**

**hourly rate  
multiplied by  
number of actual hours worked on the action**

**The number of actual hours declared for a person must be identifiable and verifiable (Art. 13 – Grant Agreement).**



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# PERSONNEL COSTS

The 'hourly rate' is calculated as follows:

**actual annual personnel costs for the person  
divided by  
number of individual annual productive hours**

using the personnel costs and the number of annual productive hours for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly rate of the last closed financial year available.



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# PERSONNEL COSTS

## SUPPORTING DOCUMENTS

- **contracts of employment;**
- **Staff cost certification;**
- **Staff daily cost calculation;**
- **salary slips;**
- **time sheets;**
- **other documents (e.g. personnel accounts, social security legislation, invoices, receipts, etc.);**
- **proofs of payment.**



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# PERSONNEL COSTS

## TIMESHEETS

should be kept on a weekly or monthly basis and must contain at least the following information:

- Project reference number
- Name of the employer
- Name of the employee
- Number of time units (days or hours) worked on the project
- Number of time units (days or hours) worked on other grants/activities
- Total number of time units (days or hours) worked;
- Details of the tasks performed for the project;
- Date and signature of the employee;
- Date and signature of the manager



# PERSONNEL COSTS

## TIMESHEETS

**The time worked on the project must be registered in a timely and regular manner, normally every day.**

**Timesheet established retroactively shall not be accepted.**

**The completed timesheet for a given month should be signed by the employee and approved by the supervisor in a timely manner, ideally during the first week of the following month.**



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Time-sheet	
Project number	764204 — GoInEU — JUST-AG-2016/JUST-AG-2016-02
Title of the project	Governing Inheritance Statutes after the Entry into Force of EU Succession Regulation (GoInEU)
Name of Beneficiary/Co-beneficiary	
Name of staff member	
Kind of contract (full time/part time/consultancy ...)	
Role performed in this project	
Calendar Year	
Calendar Month	
Time unit	hours
Daily hours according to your contract	0,00

Calendar DAY	Hours worked on GoInEU project 764204 — GoInEU — JUST-AG-2016/JUST-AG-2016-02	WP	Hours worked in OTHER ACTIVITIES	Total hours (including overtime)
1	0,00		0,00	0,00
2	0,00		0,00	0,00
3	0,00		0,00	0,00
4	0,00		0,00	0,00
5	0,00		0,00	0,00
6	0,00		0,00	0,00
7	0,00		0,00	0,00
8	0,00		0,00	0,00
9	0,00		0,00	0,00
10	0,00		0,00	0,00
11	0,00		0,00	0,00
12	0,00		0,00	0,00
13	0,00		0,00	0,00
14	0,00		0,00	0,00
15	0,00		0,00	0,00
16	0,00		0,00	0,00
17	0,00		0,00	0,00
18	0,00		0,00	0,00
19	0,00		0,00	0,00
20	0,00		0,00	0,00
21	0,00		0,00	0,00
22	0,00		0,00	0,00
23	0,00		0,00	0,00
24	0,00		0,00	0,00
25	0,00		0,00	0,00
26	0,00		0,00	0,00
27	0,00		0,00	0,00
28	0,00		0,00	0,00
29	0,00		0,00	0,00
30	0,00		0,00	0,00
Summary for this month	0,00		0,00	0,00
Days	#DIV/0!		#DIV/0!	#DIV/0!

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AA
Other absence	OA

Summary of tasks:

Date and signature of staff member

Date and signature of  
Project Manager / Coordinator / Responsible



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# TRAVEL & SUBSISTENCE COSTS

- Only travel costs relating to specific and clearly identifiable activities are eligible;
- Travel must be made by persons directly involved in or contracted for such activities;
- Travel and subsistence costs must be reasonable and in line with the Beneficiary's usual practices on travel costs



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# TRAVEL & SUBSISTENCE COSTS

## TRAVEL

- The most economical fare and method should be chosen.
- Rail first class fares are accepted; for air travel the most economical fare
- In case of use of private car, the price of the corresponding rail fare for only one ticket will be reimbursed
- Reimbursement at a “rate per mile” must be fully explained and documented



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# TRAVEL & SUBSISTENCE COSTS

## TRAVEL - SUPPORTING DOCUMENTS

- the beneficiary's internal rules on travel;
- transport invoices, tickets, boarding passes;
- declarations by the beneficiary;
- other documents (proofs of attendance such as minutes of meetings, reports, etc.);
- proofs of payment;



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# TRAVEL & SUBSISTENCE COSTS

## SUBSISTENCE

- It includes cost of accommodation, meals, local travel within the place of mission and sundry expenses.
- Costs must be reasonable (page 53 of the Guide for Applicants)
- Costs are eligible on basis of actual amount spent or on the basis of a per diem system (according to Institution's rules)
- No hotel cost can be accepted if distance is lower than 100 km
- No cash reimbursement (bank transfer is required)



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# TRAVEL & SUBSISTENCE COSTS

## PER DIEM

**Unless otherwise specified in the specific corporate policy, the Commission will refer to the following costs composition when assessing costs eligibility:**

**62% = accommodation**

**38% = subsistence**



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# TRAVEL & SUBSISTENCE COSTS

## PER DIEM - SUBSISTENCE

The subsistence part of the per diem is deemed to cover the following expenses:

**15% = breakfast**

**30% = lunch**

**30% = dinner**

**25% = local transportation and sundry expenses**



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# TRAVEL & SUBSISTENCE COSTS

## COMMON LUNCH/DINNER

Where a common lunch or dinner is provided to the participants during a project event (reported as a specific cost item) the following rules must be applied:

- The relevant cost items should be reported under the “Other Direct costs” (category E) and details of the recipients should always be indicated;
- Where one or more of the persons concerned by the common lunch/dinner (or other service that is otherwise included in the “per diem” amount) this amount must be reduced accordingly.



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# AWARD OF CONTRACTS

**Beneficiaries are allowed to organise the tender procedure according to their internal practices.**

**Awarding of contracts for procurement of good, works and services must respect the following principles:**

- **Selection of the tender offering the best value for money or, as appropriate, the tender offering the lowest price;**
  - **Avoiding any conflict of interests**



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# AWARD OF CONTRACTS

## Contract terms:

- **Good/services to be provided and their links to the project;**
- **Date on which the contract begins and ends;**
- **Price to be paid (breakdown and description of the costs);**
- **Goods/services to be provided and their links to the project;**
- **Dates on which the contract begins and ends;**
- **Price to be paid (breakdown and description of the costs);**
- **Detailed description of the tasks/work schedule/completion phases;**
- **Detailed description of the costs on which the price is based;**
- **Payment arrangements (one or more advance payments, staggered payments, etc.);**
- **Clauses in respect of non-performance or late completion.**



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# **OTHER GOODS AND SERVICES COSTS**

## **Implementation contracts - category « E »**

**These contracts refer to the procurement of ordinary services, goods or equipment needed to carry out the project (e.g. dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, website development, etc.).**

**These contracts do not, contrary to subcontracting, imply any externalisation of the project activities described in the proposal. Such contracts have to comply with the provisions specified under section 1.5.1. of the Guide for Applicant. No additional conditions need to be complied with..**



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# OTHER GOODS AND SERVICES COSTS

## Implementation contracts - category « E »

### SUPPORTING DOCUMENTS

- **Contracts;**
- **Invoices (for details needed according to the service provided see art. 3,6 of the Guide for Applicant);**
- **Documentation related to the procedure that was followed for the award of contracts: copies of the price offers requested including the description of the good or service to be provided, copies of the bids received, records related to the award procedure (comparisons of individual bids, minutes of meetings, etc.);**
- **proofs of payment**



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# SUBCONTRACTING COSTS

## Category « C »

A "subcontract" is a procurement contract which covers the implementation by a third party of tasks forming part of the action as described in Annex I of the grant agreement (contrary to implementation contracts described above).

- Subcontracting only covers the implementation of a limited part of the action;
- it is not acceptable for any of the Beneficiaries to subcontract all or a majority of the project activities;
- recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;
- the estimated costs of the subcontracting are clearly identifiable in the estimated budget, are mentioned in the Annex I and have been authorized by the Commission.



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# SUBCONTRACTING COSTS

## SUPPORTING DOCUMENTS

- **Documentation related to the procedure that was followed for the award of contracts:** call for tender, copies of bids received, records related to the award process (comparisons of individual bids, justification for the choice of subcontractor, minutes of meetings, contracts with subcontractors);
- **invoices;**
- **proofs of payment;**
- **other documents: e.g. national rules on public tendering if applicable, EU Directives, etc.;**



# SUPPORTING DOCUMENTATION

## IMPORTANT

**The beneficiaries must**

**- for a period of 5 years after the payment of the balance -**

**keep records and other supporting documentation**

**In order to prove the proper implementation of the action  
And the costs they declare as eligible**



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GoInEU Kick-off Meeting – Firenze, 1st December 2017



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# INDIRECT COSTS

**‘Indirect costs’ are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.**

**Indirect costs are eligible if they are declared on the basis of the flat-rate of 7% of the eligible direct Costs (see Article 5.2 and Points A to E above).**



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# The Final Report

must include:

**(a) a ‘final technical report’ containing:**

- **(i) an explanation of the work carried out by the beneficiaries;**
- **(ii) an overview of the implementation of the action, including milestones and deliverables identified in Annex 1. This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out;**
- **(iii) a summary for publication by the Commission;**
- **(iv) the answers to the ‘questionnaire’: not applicable;**



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# The Final Report

must include:

## (b) a ‘final financial report’ containing::

- (i) an ‘individual financial statement’ (see Annex 4) from each beneficiary, for the reporting period. The individual financial statement must detail the eligible costs (actual costs) for each budget category (see Annex 2). The beneficiaries must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget (see Annex 2).
- Amounts which are not declared in the individual financial statement will not be taken into account by the Commission.
- The individual financial statements must also detail the receipts of the action (see Article 5.3.3).



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# The Final Report

must include:

**Each beneficiary must certify that:**

- the information provided is full, reliable and true;
- the costs declared are eligible (see Article 6);
- the costs can be substantiated by adequate records and supporting documentation (see Article 13) that will be produced upon request (see Article 12) or in the context of checks, reviews, audits and investigations (see Article 17), and
- that all the receipts have been declared (see Article 5.3.3);



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# The Final Report

must include:

- (ii) an explanation of the use of resources and the information on subcontracting (see Article 10) from each beneficiary, for the reporting period concerned;**
- (iii) not applicable;**
- (iv) a ‘final summary financial statement’, created automatically by the electronic exchange system, consolidating the individual financial statement(s) for the reporting period and including the request for payment of the balance;**
- (v) a ‘certificate on the financial statements’ (drawn up in accordance with Annex 5) for each beneficiary, if:**
  - it requests an EU contribution of EUR 325 000 or more as reimbursement of actual costs and
  - the maximum EU contribution indicated, for that beneficiary, in the estimated budget (see Annex 2) as reimbursement of actual costs is EUR 750 000 or more.



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# LAST MINUTE TIPS

**Read and re-read  
the Guide for Applicant  
the Grant Agreement  
and the relevant Annexes**



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**THANKS FOR YOUR ATTENTION!**

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