

ACP-EU Cooperation Programme in Science and Technology

Part 3

Implementation and reporting



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So your project made the grade – now what?

- You still need to pass an eligibility check
- You will need to provide the following:
 - Statutes or articles of association of all partners
 - Latest accounts of the organization
 - Legal entity sheet
 - Financial identification form
 - Audit firm information
- You may be asked to make some modifications to the budget

Getting the project under way

- You can decide when you want the project to start, so make sure you have everything ready to go by the start date!
- Make sure you have an experienced and dedicated project manager in place, preferably with a science background
- The EU will pay 80% of their first year's contribution up front
- Your institution will be expected to cover the shortfall in the interim

Contracts with partners

- You will need to put in place signed contracts between the beneficiary institution and each of the other partners
- Make sure that amounts payable to the partners in the contract are in Euros not Rands, otherwise you could incur significant unbudgeted liabilities



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Project management

- Excellent planning, management and coordination are essential to ensure that the project stays on track
- Keep track of every project cost and ensure it is allocated to the correct line on the budget spreadsheet. This normally has to be done manually. Many institutional financial systems are not well aligned with the ACP requirements.

Project management

- All costs have to be reported in Euros on the spreadsheet, according to monthly exchange rates provided by the EU for the month when the costs were incurred
- If the EU money was converted into Rands on receipt, there may be a discrepancy between the costs incurred and the costs reported due to exchange rate differences

Reporting

- At the end of each year you will be expected to provide a narrative report giving information on what you have achieved measured against your plans for the year
- Any deviations must be explained
- An audited financial report must be provided
- You will have to provide a detailed budget for the next 12 months

Financing for year 2/3

- The second and third instalments of money from the EU will only be paid 45 days after the narrative and financial reports have been accepted
- This process can be lengthy with many iterations. Once the EU office finds something is incorrect they will send it back to you for re-work before proceeding to look further through the report
- Your institution may have to provide bridging finance to avoid project delays due to lack of funds

Budget changes

- As long as you do not deviate more than 15% from the budget for a particular category (eg travel), you can make changes without getting prior written permission
- Questions will however be asked if particular line items deviate more than 15% from budget
- The 5% contingency cannot be accessed without prior permission, and in most cases it will not be allowed
- If in doubt, it is always best to consult the EU office first!

End of project

- At the end of the project you will be expected to submit final narrative and financial reports within a 3 month period
- These will be closely scrutinized to make sure that the project has achieved the expected results
- The final tranche of funding will only be released once these reports have been accepted

What can go wrong?

- Project manager leaves or can't cope – is there a backup?
- A partner doesn't deliver according to agreements – can another of the partners take on the work?
- Cost over-runs prevent activities being carried out – can some activities be re-scoped?
- Institutional financial management is inadequate – can the project manager keep track of the finances?
- Co-funding is inadequate – can additional sources of funding be identified?

...and of course many more.

Keep track and manage the risks!



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Good luck with your project!

