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# Environment and Climate Regional Accession Network (ECRAN)

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## ECRAN RULES OF ASSISTANCE MANUAL

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November 2013

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**Incidental Expenditure structure as per the ToR:**

1. Mission costs by the experts.
2. Costs of country specific meetings, including travel, provision of meals and accommodations for beneficiary countries participants and countries' experts.
3. Costs of outsourced translation and interpretation as well as of copying and printing of documentation accompanying the meetings as specified in section.

As only the two last lines are directly related to the beneficiaries we provide here a detailed overview of rules that are to be followed in the consumption of the funds under the budget line 2 and 3:

Under **budget line 2** (Costs of country specific meetings, specialised workshops etc.), the following costs are covered:

A. travel costs outside the country of residence;

For travel costs outside the country of residence (applicable to events outside the country of residence) ECRAN Secretariat will provide participants with travel ticket for the means of transport selected such as airplane, train and coach etc where applicable. Upon return, the participants are required to provide ECRAN Secretariat with the original tickets and boarding passes, both in electronic (scanned copies to be sent to [ruza.radovic@humandynamics.org](mailto:ruza.radovic@humandynamics.org) ) and hard copy format (sent to the mailing address of ECRAN Secretariat RENA Secretariat Address: Hulla & Co Human Dynamics KG, Lothringer Str. 16, A-1030 Vienna, Austria)

Travel costs such as taxis and car rental will be reimbursed only on exceptional bases and upon prior approval of the European Commission.

B. travel costs by public transportation between long destinations within the country of residence;

For travel costs within the country of residence (applicable to events within the country of residence), ECRAN will provide for reimbursement of the transport costs incurred. The template for reimbursement is enclosed in the **Annex I** of this document. In order to be reimbursed, together with the invoice, participants are required to provide the original ticket/bill. Invoices submitted without required supporting documentation will not be reimbursed.

Travel costs such as taxis and car rental will be reimbursed only on exceptional bases and upon prior approval of the European Commission.

C. accommodation costs within the limit of 150 euro per night,

For accommodation, ECRAN Secretariat will provide the participants with hotel (booking confirmation). The costs (bed and breakfast only) will be covered directly by ECRAN Secretariat.

D. per diems,

The Per Diem is calculated in Euro according to standard rates for each night spent away attending an Event. For a one-day Event with no night spent away, half the Per Diem will be granted. All bookings for hotel accommodation, including breakfast are arranged by the ECRAN Secretariat. These costs are automatically deducted from the Per Diem and do not have to be paid by the Participant. The maximum balance of the Per Diem payable after deduction of accommodation and meals is capped at €80 per night.

E. rental of training premises and equipment.

Rental of required premises and equipment, as well any other related logistics will be organised by ECRAN Secretariat directly.



Under **budget line 3** (Costs of outsourced translation and interpretation and printing and copying), the followings costs are covered:

- A. cost of translation: documents developed in English will be translated into the beneficiary languages only in exceptional cases. The regional meetings, trainings and seminars will be delivered in English. Translation/interpretations will be decided on case by case basis,

Request for translation of the documents have to be submitted to ECRAN Secretariat by nominated Focal Point only (Email at: [ruza.radovic@humandynamics.org](mailto:ruza.radovic@humandynamics.org) ), providing the supporting reasons and explanation for such request. The request will be presented to the European Commission as a supporting document together for the request for approval of required funds.

Translation on events organised on national level will be decided in close consultation with the beneficiaries.

- B. cost of printing: printing will be done only in exceptional cases. Otherwise, most materials will be published electronically and downloadable from ECRAN website ([www.ecranetwork.org](http://www.ecranetwork.org) ).

The events will be organised in accordance with the ECRAN work plan approved by the ECRAN Steering Committee members following entirely the events, number of participants and other details as stated in the Work Plan.

Planned capacity building activities will be delivered in close coordination with the TAIEX Unit that will be responsible for provision of nonkey experts and organisation of logistics (training venue, accommodation and transport of registered participants, etc.). ECRAN Secretariat remains responsible for preparation of the lists of participants, provision of draft and final training agendas, preparation of ToR for identification of relevant EU MS experts, contribution to the process of EU MS expert's identification, while TAIEX Unit keeps the ultimate responsibility for implementation according to its mandate and procedures. The ECRAN Secretariat remains responsible for the drafting, editing, printing and distribution of all training manuals, handbooks, guidebooks or other required similar means of support. Delivered trainings will be evaluated in order to follow the level of reaching the training objectives.

For all events delivered in coloboration with TAIEX rules as defined in the TAIEX Guide for participants and Guide for public experts will be applied.

