WOODIe Project

Kick-Off Meeting
Maribor, Faculty of Law (Mladinska ulica 9, Maribor)
31 January 2019 – 1 February 2019

31 January 2019

Presentation of the partners (18:00 – 19:00).
Unito: Laura Scomparin, Valeria Ferraris and Sergio Foà
Amapola: Eleonora Guidi and Pina DE Angelis;
Crpe: Alexandru Damian
Uni Maribor: Miha Šepec, Jan Stajnko and Jasmina klojçnik
Uni Angers: Anthony Taillefait
Vicesse: Regina Kahry and Norbert Leonhardmair

Every partner presents its own organisation and the people working there.

Social Dinner at La Cantina

1 February 2019

Morning (09:30 – 13:00)

- ▪ **Project presentation and general features**

After a brief wrap up of the partners' presentation, the project structure has been shortly presented. The project consists of five workpackages:
Workpackage 1: Management and Coordination of the Action
Workpackage 2: Research and implementation assessment
Workpackage 3: Impact assessment methodology and realization
Workpackage 4: Development of the ICT tool for the impact assessment
Workpackage 5: Dissemination and communication

WP 1: Management and Coordination of the Action
The project will last from 21/01/2019 to 20/01/2021.
Project planning and management

The structure of the project and the distribution of tasks.

Financial management

Explanation of the main rules by UniTo administrative staff

Monitoring and evaluation

Plan to be drafted

Project Reporting

Exposition of the reporting obligations and milestones;

Sharing of deadlines for reporting.

The date of the meeting in Bucharest will be decided around the end of February. It seems better to organise it in the second half of September. Everybody is invited to share needs and time constraints.

Monitoring and Evaluation

The monitoring will assess the progress of the project. It monitors how things go. The dimensions that will be monitored are:

1) level of coordination and functioning of the partnership: are we working well?
2) implementation steps: things are moving as planned? If not, why?
3) deliverables, outputs, results: are they produced as planned? Are the outputs coherent? Are the results reached?
4) resources: Were they sufficient? Any problems?

The monitoring plan will be drafted by Amapola by the end of February.

Project reporting

Mid-term reporting has to be submitted by the 22nd of February 2020. UniTo will send a draft version after Christmas 2019. The template is available in G drive in the folder named "Project administration and meeting".

Jasmina suggests uploading in the google drive a template of PPT with logo and a word doc that summarises the rules in terms of EU emblem display and disclaimer.

Appointment of the Steering Committee

In the Consortium Agreement, we have established to have a Steering Committee composed of one representative of each partner. The SC is in charge of solving issues in case we do not find an agreement.

The team agrees on the following composition:

UniTo - Laura Scomparin

Crpe - Bianca Toma

Amapola - Eleonora Guidi

Austria - Regina Kahry

Angers - Anthony Taillefait

Maribor - Miha Šepec

- **WP 2 - Research and implementation evaluation**

OUTCOMES
- To update knowledge on the legal framework of whistleblowing and open data
- To conduct a policy implementation evaluation

ACTIVITIES
- Desk research on EU initiatives (deadline: March 2019)
- Research on the legal framework (deadline: April 2019)
- Research on the implementation of the legislation (deadline: June 2019)
- Implementation evaluation (deadline: July 2019)

At a first glance, there is a need to revise the timeline. THE WP2 needs more time, while WP 4 could be reduced (one year looks too much compared to the needed activities).
UniTo will propose to the partners a different timeline by the end of February.

Desk research on EU initiatives
Objective: Increase knowledge of the developments at EU level (Resolutions, Road maps, Studies, Similar research projects, Policies and initiatives at EU level)
This activity is functional at the analysis of the implementation of the national laws and policies and to orient the impact assessment. Unito is in charge of this report.
Taking into account that EU legislation is not so advance on open data, Alex (CRPE) suggests that we could end up with some recommendations for the EU on that. Everybody agrees.

Research on the legal framework
Open data will be analysed as ways for accountability and transparency and as mean of control of public spending. As regards human resources:
Unito: they will hire a young researcher to collaborate.
Maribor: Professor Miha and Alex (UniMaribor) will certainly carry out the research on whistleblowers and they will see on open data.
Crpe: they will carry out the work with the support of an expert on WB if needed.
Angers: A Post Doc will be hired for the work on the project

Whistleblowing (research topics outline)
The analysis of the legislation could be carried out according to these points:
1. General principles: how the institution is defined and regulated by national law, which are the normative sources (anti-corruption or special laws?), are there soft-law tools (i.e. issued by Supervisor Authorities)
2. Objective field of application: types of public bodies, public companies, economic operators, suppliers of the public administration

3. Categories of subjects to whom the protection applies: employees, consultants, suppliers of public administration
4. Signaling/Reporting channels: internal, guarantee authority, courts
5. Protection of the privacy of the reporter: when it is necessary to know the identity for the protection of the reported, what tools and technical and organizational measures are planned to protect the confidentiality, legal requirements and optional measures
6. Protection against retaliation, discrimination and mobbing: tools for the administrative and judicial protection of the reporting person
7. Penalties for retaliation, discrimination and mobbing related to the report
8. Burden of proof in relation to the measures taken by the public administration against the reporting party: is there an inversion of the burden of proof that requires the public administration to state that they are not related to the report?
9. Organizational measures of public administrations and relations with the prevention of corruption: planning, organization, relationships with the guarantee agents within the institution

Open data (research topics outline)
The analysis of the legislation could be carried out according to these points:
1. Regulatory sources and aims pursued. Anti-corruption or special laws?
2. Areas of disclosure of public data: compulsory and optional (about administrative provisions, procedures, organization, expenditure)
3. Publication requirements on institutional sites and rules to standardize data; relations with the GDPR and the personal data protection
4. Accessibility of data: rules on administrative transparency and legitimacy to request data that has not been published
5. Drafting techniques and comprehensibility of information to avoid "opacity due to confusion"
6. Benchmarking: comparability of public data by categories of public bodies and types of administrative or contractual activities; control over public spending.
7. Existence of an authority to control
8. Existence of sanctions

The partnership discusses if it could be better to narrow the field when analyzing open data policy. The difficulty is to decide how narrow the field. One idea could be limited to the field of public procurement. However, according to national rules, it is relevant to understand if it is good enough to limit to public contracts or we should consider also concessions, authorizations or consultants.

The list of topics will be revised by Unito by the end of March.

Research on law in action

This activity aimed at understanding if and how the legislation is implemented. The main issue is how to cope with the pulverization of the policies due to the fact that each Public administration could have its own WB platform and OD policies.
Partners agree upon the following points:
1. Every partner will check if there is a national overview on how the WB and OD are implemented;
Then
2. Choice of 3-4 case studies. It is very important to choose case studies were the WB and OD have been fully implemented otherwise it is very difficult to carry out the following steps (implementation evaluation and then WP 3).

Implementation evaluation

Amapola explains that they will give to the partners a brief descriptive document to fill in. The document will help gather all relevant information needed for the implementation evaluation but also for the impact evaluation (WP3).
Amapola clarifies what carrying out an implementation means.

- **WP 3: Impact assessment methodology and realisation (activities, timeline, deliverables)**

This WP will be better detailed in Bucharest. Using a PPT presentation, Amapola explains what impact evaluation means and which are the aims of an impact evaluation.

Afternoon (14:30 - 17:00)

- **WP4: Development of the ICT tool for the impact assessment**

Unito presents a brief overview of this WP. More details will come at Bucharest meeting.

- **WP5: Dissemination and communication**

Dissemination activities will be discussed more in details in Bucharest meeting. For the moment, UniTo will set up the website (www.woodie.unito.it). To complete the website, each partner will send by the end of February a short presentation of its institution (paper or video), the logo of the organization, pictures of the team.
Unito will verify with the Commission if we need the approval to publish the so called "internal deliverables" on the website.

By the end of March, Alex will propose a list of possible # for the project for social media activities.

The under-construction website is shown to the partners and the color (green) is approved by all partners. It looks as a way to catch the attention with a website that is not EU blue. The Consortium decides to have a project logo and Regina Kahry from Vicesse proposes herself to draw it.

All partners are invited to share conferences, seminars or other possibilities to disseminate the project.

- **Administrative and financial issues (WP 1)**

Dr. Valeria Ferraris reminds to the partners that Raffaella Galasso is a member of the permanent staff of the Law Department-University of Turin. She is in charge of the research office of the university. Contact e-mail: raffaella.galasso@unito.it
The person that will be the contact person for this project is Bianca Gai, bianca.gai@unito.it

Raffaella Galasso presents a PPT where main rules are recalled.

In the G-Drive folders all the relevant documents downloaded from the participant portal have been inserted in the folder named "Project administration and meeting".
Next Monday (4th February) Laura Scomparin and Valeria Ferraris will participate in the meeting organized by DG Home and additional documents will be shared in the same folder.

Attachments
- PPT no. 1 on project activites and details for WP 1 and WP 2
- PPT no. 2 on WP 3
- PPT no.3 on financial and administrative aspects.

The content of this minute represents the views of the Project Consortium only and is its sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains

WOODIe

Kick-off meeting
Maribor 31 January and 1 February 2019

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This project is funded by the European Union's Internal security Fund - Police

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WOODIe

UniTo: University of Turin

CRPE: Centrul Roman de Politici Europene

Amapola: Progetti per la sicurezza delle persone e delle comunità

UA: Université d'Angers

VICESSE: Wiener Zentrum für sozialwissenschaftliche sicherheitsforschung

UM: Universa v Mariboru

Let's start!

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WOODIe Project Outline

Workpackage 1: Management and Coordination of the Action

Workpackage 2: Research and implementation assessment

Workpackage 3: Impact assessment methodology and realisation

Workpackage 4: Development of the ICT tool for the impact assessment

Workpackage 5: Dissemination and communication

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WP 1
Management and Coordination of the Action

Cross-cutting activities
Period: 24 months (21 January 2019 – 20 January 2021)

OUTPUTS
- **Kick-off meeting (Maribor - Today)**
- **1st coordination meeting (Bucharest – September 2019)**
- **2nd coordination meeting (Wien – April 2020)**
- **3rd coordination meeting (Turin – January 2021)**
- **Skype calls (throughout the project)**

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WP 1
Management and Coordination of the Action

Project planning and management

Schedule with a specific distribution of task – *kick-off meeting (morning)*

Financial management

Explanation of the main rules by UniTo administrative staff – *kick-off meeting (afternoon)*

Monitoring and evaluation

Plan to be drafted – *kick-off meeting (morning)*

Project Reporting

Exposition of the reporting obligations and milestones;

Sharing of deadlines for reporting

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WP 1
Management and Coordination of the Action

Project planning and management

G drive folder

https://drive.google.com/drive/folders/1OJxj4UXrgkeEqbkvsIlWPcpAdR RwLjKX?usp=sharing

Steering Committee
"ultimate decision-making body of the consortium, made of one representative for each Party"
Chairperson (Coordinator - Laura Scomparin UniTo); CRPE (Bianca Toma); Amapola (Eleonora Guidi); UA (Antony Taillefait); Vicesse (Regina Kahry); UM (Miha Šepec)

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WP 1

Management and Coordination of the Action

Monitoring and evaluation

A M&E plan will be sent to partners to agree on how and when to collect information to monitor the process and the achievements.

Sample dimensions:

1) level of coordination and functioning of the partnership;
2) degree of implementation of the project
3) outputs and results
4) resources

Guiding principles

Simple, feasible and realistic tasks for partners
Participatory in the evaluation of the process
Internal use of M&E (learning, organization improvements)

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WP 1

Management and Coordination of the Action

Project Reporting

Mid term report

https://drive.google.com/open?id=1Es5Gl_c4sZLBrLhh-Rfe_XDyRtNpoTVt

Article 22 GA – Funding declaration and Disclaimer

1. Any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via social media, etc.) must:

- display the EU emblem and
- include the following text: "This [insert appropriate description, e.g. report, publication, conference, infrastructure, equipment, insert type of result, etc.] was funded by the European Union's Internal Security Fund — Police."

"The content of this [insert appropriate description, e.g. report, publication, conference, etc.] represents the views of the author only and is his/her sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains."

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WP 1
Management and Coordination of the Action

Deliverables

Final evaluation report
Mid term report
Final narrative report
Final financial report

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WP 2
Research and implementation assessment

OUTCOMES
- To update knowledge on the legal framework of whistleblowing and open data
- To conduct a policy implementation evaluation

ACTIVITIES
- Desk research on EU initiatives (deadline: March 2019)
- Research on the legal framework (deadline: April 2019)
- Research on the implementation of the legislation (deadline: June 2019)
- Implementation evaluation (deadline: July 2019)

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WP 2
Research and implementation assessment

Desk research on EU initiatives
(deadline: March 2019)

Objective: Increase knowledge of the developments at EU level (Resolutions, Road maps, Studies, Similar research projects, Policies and initiatives at EU level)

This activity is functional at the analysis of the implementation of the national laws and policies and to orient the impact assessment.

Role: responsibility of UniTo team + small contribution of the partners in sharing knowledge in previous projects.

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WP 2
Research and implementation assessment

Desk research on EU initiatives
(deadline: March 2019)

Whistleblowing Key documents:

Public consultation March 2017

EU Parlament Resolution (2016/2224, 24 /10/2017)

Proposal for a Directive 23/04/2018

Opinion of the European Court of Auditors (26.09.2018)

Opinion of the European Social and Economic Commitee (18/10/2018)

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WP 2
Research and implementation assessment

Desk research on EU initiatives (deadline: March 2019)

Open data Key documents:
Communication on Open Data (COM(2011)882)
Update of the Commission's decision on re-use (2011/833/EU)
2012 Launch of the EU Institutions' portal www.open-data.europa.eu, now EU Open data portal
https://data.europa.eu/euodp/en/home
Adoption of the Directive (2013/37/EU) on re-use public sector information (PSI)
Commission Notice: guidelines on PSI re-use (2014/C 240/01)
Commission Communication 21/01/2015 'Towards a thriving Data-Driven Economy'

Two main aspects will be analysed:
- accountability and transparency towards citizens
- Mean to control public spending.

We do not analyse
increase competitiveness and consequences for digital single market

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WP 2
Research and implementation assessment
Deliverables activity 1

Report on EU initiatives on open data and whistleblowing
Factsheet on EU initiatives on open data and whistleblowing

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WP 2
Research and implementation assessment

Research on the legal framework
(deadline: April 2019)

Each partner will carry out the background research in their own country

In addition two individual researchers for Ireland (Unito) and Estonia (Crpe)

Methodology: legal research (doctrine + jurisprudence) and policy research
Instruments: legal literature, analysis of legal texts, interviews

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WP 2
Research and implementation assessment

Research on the legal framework
(deadline: April 2019)

Whistleblowing (research topics outline)
General principles
Sectors and entities of application
Categories of employees involved
Channels to report irregularities
Protection of confidentiality
Protection against retaliation, discrimination and mobbing
Sanctions for retaliation, discimination and mobbing
Burden of proof
Organisational measures of legal persons

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WP 2

Research and implementation assessment

Research on the legal framework
(deadline: April 2019)

Open data (research topics outline)
Type of laws (connected with anti-corruption only or wider?)
Compulsory or voluntary policy
Publication obligations
Data accessibility
Data readability
Benchmarking
There is an authority to control
There are sanctions

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WP 2

Research and implementation assessment

Research on law in action (deadline: June 2019)
This activity aimed at understanding if and how the legislation is implemented.

Methodology: Socio-legal research

Preliminary questions:
is the implementation national or 'local' based ?

Instruments: qualitative interviews, case study

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WP 2
Research and implementation assessment

Research on law in action
(deadline: June 2019)

Choice of 3/4 case studies: public administrations that have implemented WB legislation and OD (there is no need that the PA is the same).

Proposal: one municipality; one public company; one public body with a high degree of autonomy (e.g. local health centre).

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WP 2
Research and implementation assessment

Deliverables activity 2 and 3

Research reports (one for each country WB & OD)
Four articles on WB&OD legal framework and implementation
Comparative report

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WP 2
Research and implementation assessment

Implementation evaluation (deadline: July 2019)

At the end of the legal research, partners will be asked to prepare a **brief descriptive document** provided by Amapola.
The document will help gather all relevant information needed for the implementation evaluation (final part of WP2) and the impact evaluation (WP3). This step is a crucial **building block** for the next stages of the project.

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WP 2
Research and implementation assessment

Implementation evaluation (deadline: July 2019)

Sample aspects to focus on in the document:
- Law objectives or policy commitments
- Planned process and/or means of implementation (i.e. legal instruments, procedures, bodies, requirements, operational mechanisms)
- Planned actors involved and responsibilities
- Planned resources allocation
- Other any actions to be taken related to the implementation
- Other (i.e. timing, checks, reporting ?)

} THE PLANNED FRAMEWORK AND CONTEXT ...

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WP 2
Research and implementation assessment

Implementation evaluation (deadline: July 2019)

It is a type of evaluation used to monitor, document and assess the implementation of a program, project or measure (in our case, WB legislation and open data policy). The focus is on the **process.**

It responds to questions such as:

- *Is the programme/project/measure being done?*

- *To what extend is the programme/project/ measure implemented*

  as planned/intended?

- *How the programme/project/measure is carried out?*

..VERSUS THE ACTUAL CONTEXT

It consists in accurate describing the actual process of execution, identifying differences between planned and actual implementation (i.e. barriers, success factors..) and differences in implementation in different contexts.

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WP 3
Impact assessment methodology and realisation

PROBLEMS IDENTIFICATION	POLICY ANALYSIS	POLICY DESIGN	POLICY ENACTMENT	POLICY IMPLEMENTATION

IMPLEMENTATION EVALUATION   IMPACT EVALUATION

file://localhost/Users/laurascomparin/Desktop/WOODIe/Woodie - Maribor-IE -DEF.pptx

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WP 3
Impact assessment methodology and realisation

Deliverables:

Methodological report

Report on the results of the impact evaluation assessment model

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WP 4
Development of the ICT tool
for the impact assessment

OUTCOMES
- To develop the impact assessment tool to meet the model content
- To test the tool in a small group of organizations in order to evaluate its effectiveness, adaptability and feasibility
- To assess the results of the pilote, revise the impact assessment tool as necessary and finalize it

ACTIVITIES (from Jan 2020 to Jan 2021)
- Outline of the impact assessment tool package
- Pilot of the impact assessment tool package
- Assessment, revision and finalization of the ICT tool package

Deliverables: Report on the results of the pilot; ICT tool package

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WP 5
Dissemination and communication

Cross-cutting activities
Period: 24 months

OUTCOMES
- To disseminate the information and results about the project among the public in order to increase the awarness
- To disseminate the knowledge among public administrations
- To increase the awareness on the relavance of the implementation and impact assessment among public administrations

ACTIVITIES
- Dissemination plan and web site (www.woodie.unito.it)
- Presentation of the main findings of the implementation and impact assessment to relevant audiences at the national level
- E-learning package
- International final workshop

Deliverables: Presentations at national audiences; international final workshop

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FINAL CONFERENCE

JANUARY 2021, TURIN

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Thanks for your attention!

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What is it?

Approaches?

How does it works?

Defining Impact Evaluation (IE)

Impact: positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended (OECD-DAC Glossary, 2002)

The primary purpose of Impact Evaluation is to determine whether a program or policy has an impact (on a few key outcomes), and more specifically, to quantify how large that impact is

The heart of IE

This definition situates IE within a broader debate about Evidence Based Policy (EBP), based on the importance of demonstrating a link between 'causes' and 'effects' and the kinds of evidence that should inform policy-making.

Demonstrating causal links and explaining how these links work is at the heart of IE.
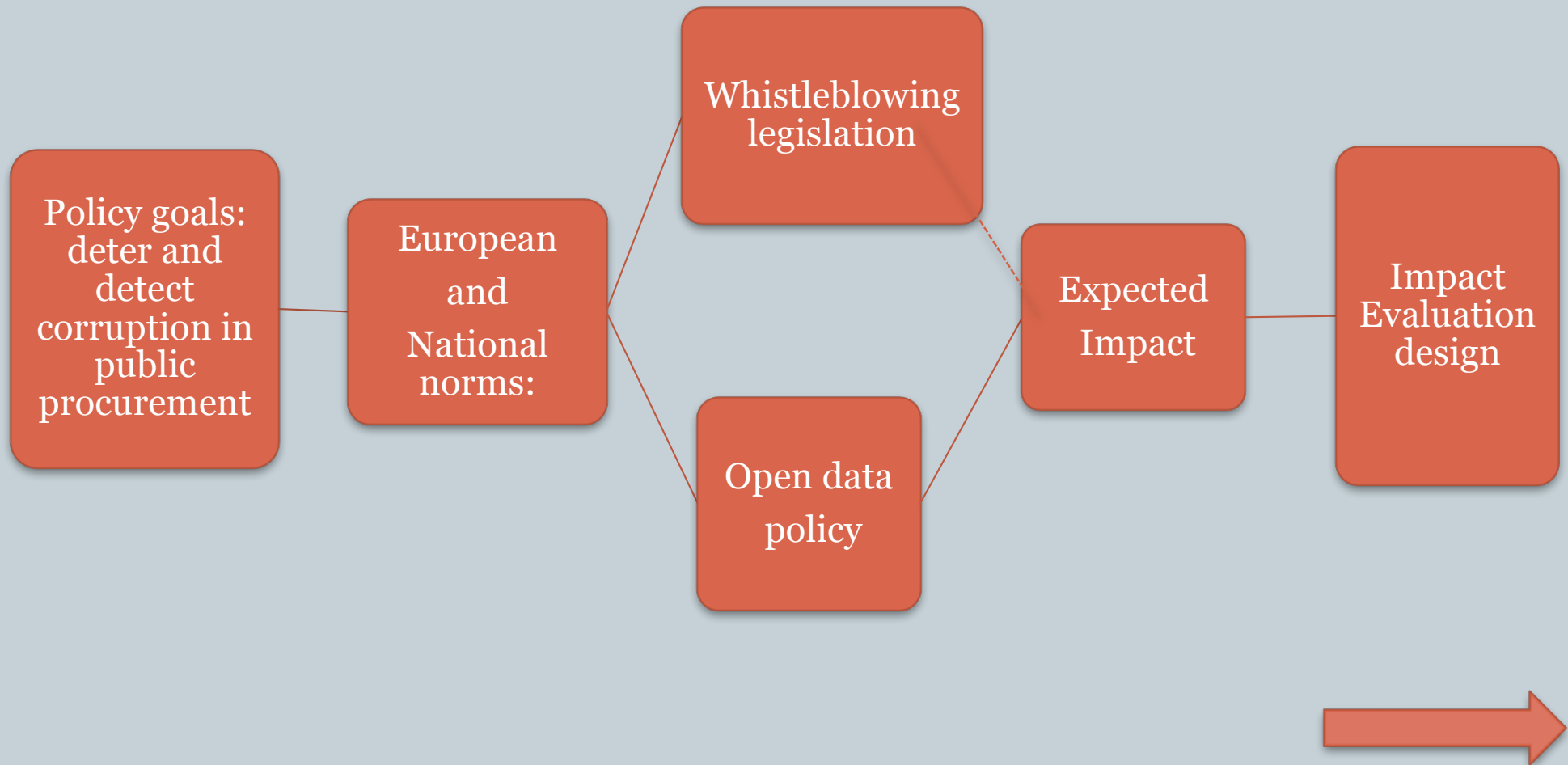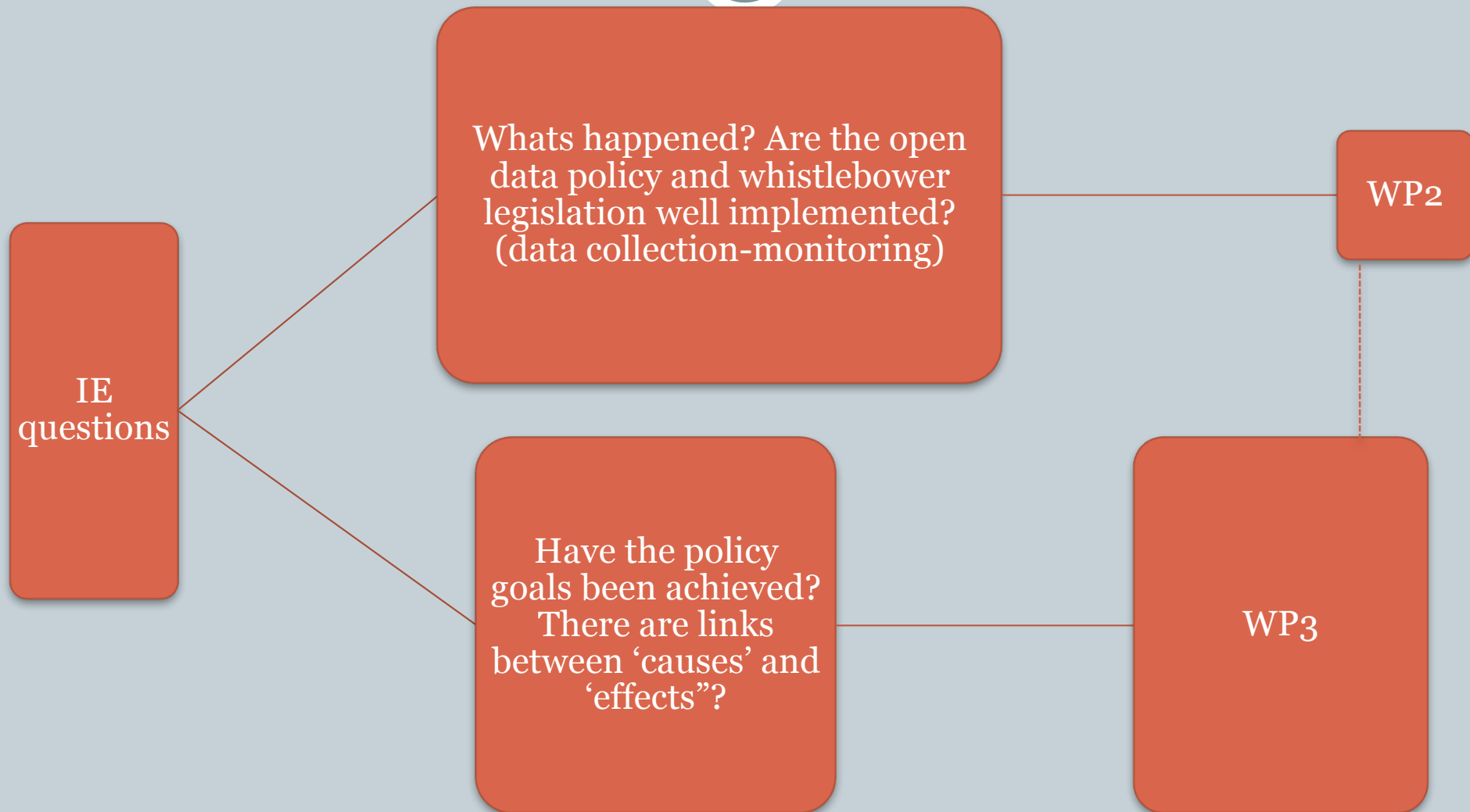
3 metodology approach for causal attribution

1. Regularity frameworks: depend on the frequency of association between cause and effect (the inference basis for statistical approaches to IE)

2. Counterfactual frameworks: depend on the difference between two otherwise identical cases (the inference basis for experimental and quasi experimental approaches to IE)

3. Generative causation: depends on identifying the 'mechanisms' that explain effects (the inference basis for 'theory based' and 'realist' approaches to IE)

   Given the specific features and context of the WOODIe project, it was decided to use the Theory –based approach.

Approaches
Theory –based

Causal process design:

Theory of Change

Causal mechanism designs:

Realistic evaluation

(an action is causal only if its outcome is triggered by a mechanism acting in context)

WOODIe

Kick-off meeting
Maribor 1st-2nd February 2019

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Administrative and financial issues (WP1)

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References

Grant Agreement n. 823799 [GA]

- Chapter 2 – art. 4
- Chapter 3 – artt. 5, 6
- Chapter 4 – artt. 13, 14, 15
- Annex 5 – Model for the Certificate on the Financial Statement

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Principle of co-financing

Total costs	467,117.06 €
EU grant	420,405.36 € (90% of total costs)
Co-financing	46.711,70 € (10% of total costs)

*The grant reimburses **90%** of the action's eligible costs (ref. art 5.2 GA)*

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Consortium co-financing

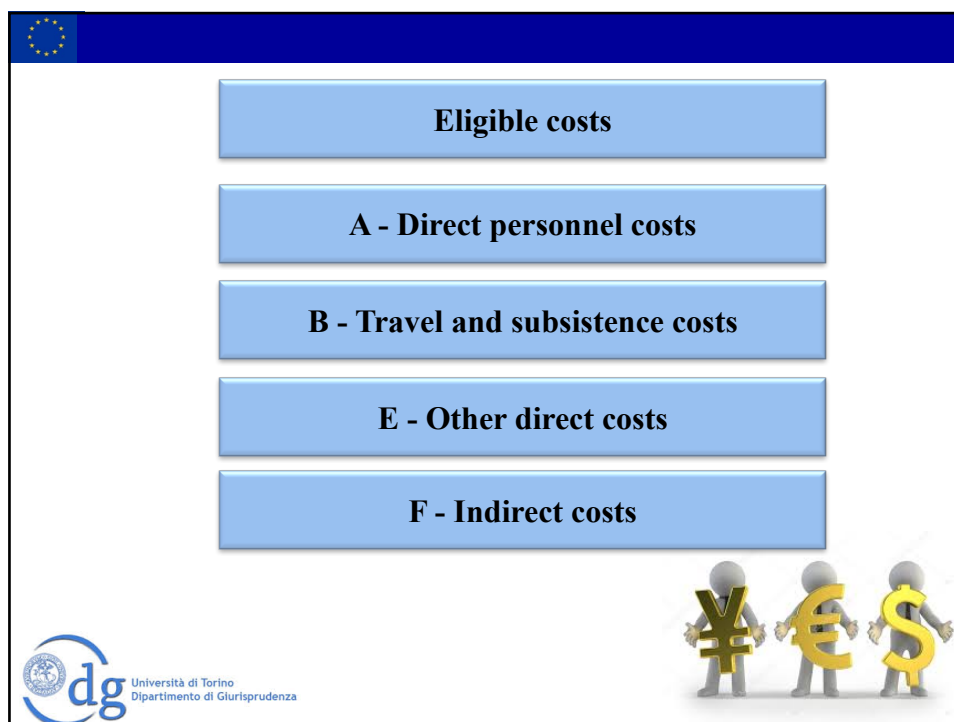| Beneficiary	Cofinancing
Università degli studi di Torino (UNITO)	13.929,57 €
Asociatia Centrul Roman de Politici Europene (CRPE)	5.945,56 €
Progetti per la sicurezza delle persone e delle comunità (AMAPOLA)	7.799,98 €
Université d'Angers (UA)	6.638,07 €
Vienna Centre For Social Security (VICESSE)	7.004,44 €
Univerza v Mariboru (UM)	5.394,08 €

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Eligible costs

Reporting activities

Payments

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Eligible costs

A - Direct personnel costs

B - Travel and subsistence costs

E - Other direct costs

F - Indirect costs

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A - Direct personnel costs

- Must be based on the **monthly/daily rate** (= actual annual personnel cost divided by the number of annual productive months/days) and on **the time actually worked on the grant**

- Correspond to the **actual time** devoted by the beneficiary's personnel to implementing the action, justified by **time-sheets**

- Are based on **annual gross salary**, wages or fees specified in an employment or other type of contract

- Correspond to work carried out **during the period of implementation** of the action

Ref. Specific eligibility rules, Annex 5 GA

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Direct personnel costs typologies

A1
Permanent staff working on the Project

A2
Staff to be recruited for the Project

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Staff working on the Project (A1+A2)

Beneficiary	Total
Università degli studi di Torino (UNITO)	100.426,00 €
Asociatia Centrul Roman de Politici Europene (CRPE)	46.160,00 €
Progetti per la sicurezza delle persone e delle comunità (AMAPOLA)	57.936,00 €
Université d'Angers (UA)	54.060,00 €
Vienna Centre For Social Security (VICESSE)	58.946,00 €
Univerza v Mariboru (UM)	43.680,00 €

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Documentation of personnel costs

- salary slips
- time sheets
- contracts of employment
- other documents (e.g. personnel accounts, social security legislation, invoices, receipts, etc.)
- proofs of payment

Ref. Annex 5 GA

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Time-sheet EU Template

EU Grants: Time-sheet: v1.0 – 15.05.2018

EU GRANTS TIME-SHEET (DAILY RATE)	Reporting period number:	[insert RP number (from DD/MM/YYYY to DD/MM/YYYY)]

Project name (acronym):		Project number:	
Beneficiary name:			
Name of the person:		Type of personnel (see Art 6.2.A MGA):	

MONTH	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	
ACTIVITIES	NUMBER OF DAYS (rounded to nearest ½ day)												TOTAL
Activities linked to the project													
Activities linked to other EU projects													
Other activities													

MONTH	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	[month/ year]	
ACTIVITIES	NUMBER OF DAYS (rounded to nearest ½ day)												TOTAL
Activities linked to the project													
Activities linked to other EU projects													
Other activities													

B - Travel and subsistence costs

- Charged and paid in accordance with the **beneficiary's internal rules or usual practices**

- Incurred for travels **linked to action tasks** set out in Annex 1 GA

- Related to **persons directly involved** in or contracted for such tasks

Examples of direct travel and subsistence costs in WOODIe: Kick-off meeting; Coordination meetings in Bucharest, Vienna, Turin

Ref. Annex 5 GA

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B - Direct travel and subsistence costs

Beneficiary	Direct travel costs	Direct subsistence costs
Università degli studi di Torino (UNITO)	4.700,00 €	6.203,00 €
Asociatia Centrul Roman de Politici Europene (CRPE)	2.750,00 €	4.506,00 €
Progetti per la sicurezza delle persone e delle comunità (AMAPOLA)	3.150,00 €	4.811,00 €
Université d'Angers (UA)	2.400,00 €	3.428,00 €
Vienna Centre For Social Security (VICESSE)	1.500,00 €	2.870,00 €
Univerza v Mariboru (UM)	1.600,00 €	2.982,00 €

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Documentation of travel and subsistence costs

- transport invoices and tickets (if applicable)
- declarations by the beneficiary
- other documents (proofs of attendance such as minutes of meetings, reports, etc.)
- proofs of payment

Ref. Annex 5 GA

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E - Other direct costs

Other direct costs include **equipment**, **rental costs** of premises, **consumables**, **conferences** and **seminars**, **publications** and **dissemination**, and any eligible direct costs not covered in the previous categories.

Examples of Other Direct Costs in WOODIe: Proofreading, Publications, Website, Graphic Design

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E - Other Direct Costs

Beneficiary	Total
Università degli studi di Torino (UNITO)	18.850,00 €
Asociatia Centrul Roman de Politici Europene (CRPE)	2.150,00 €
Progetti per la sicurezza delle persone e delle comunità (AMAPOLA)	7.000,00 €
Université d'Angers (UA)	2.150,00 €
Vienna Centre For Social Security (VICESSE)	2.150,00 €
Univerza v Mariboru (UM)	2.150,00 €

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Documentation of other direct costs

For costs of other goods and services:
- invoices
- proofs of payment
- other relevant accounting documents

Ref. Annex 5 GA

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F - Indirect costs

- General indirect costs incurred by an organisation in the implementation of a project
- Are calculated on the basis of a flat rate
- Maximum of **7% of the direct eligible costs**
- **No supporting document** to be submitted

F - Indirect Costs

Beneficiary	Total
Università degli studi di Torino (UNITO)	9.112,53 €
Asociatia Centrul Roman de Politici Europene (CRPE)	3.889,62 €
Progetti per la sicurezza delle persone e delle comunità (AMAPOLA)	5.102,79 €
Université d'Angers (UA)	4.342,66 €
Vienna Centre For Social Security (VICESSE)	4.582,62 €
Univerza v Mariboru (UM)	3.528,84 €

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Reporting Activity

One reporting period - RP1: from M1 to M24

- **Mid-term progress report** on the implementation of the action (30 days after the half of RP1)
- **Final report — Request for payment of the balance**
    a) 'final technical report' containing:
        - an explanation of the work carried out by the beneficiaries;
        - an overview of the implementation of the action, including milestones and deliverables, justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out;
    b) 'final financial report'

Ref. Artt. 14, 15 GA

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Payments

- **Pre-financing payment: 80%** of total EU contribution
- **Final payment: balance**

Ref. Art 16.2 GA

- The budget may be adjusted by **transfers of amounts** between beneficiaries, budget categories and forms of costs if the action is implemented as described in Annex 1 GA.
- The transfers must stay **below 20% of the total costs** for the action set out in Annex 2, unless they are approved by an amendm

Ref. Art 4.2 GA

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Thanks for your attention!