



Reporting and eligibility exercise

Project manager salary

Edit expenditure
Partner Report 1 Setomaa Period 1 List of expenditures

PP	Budget line	Staff costs	Description 1
	Work package	M Management	Project Manager <u>Maija Meikeläinen</u> salary incl. social cost, March 2019
	Internal reference number	000	Description 2
	Invoice number	000	Fixed 50% working time
	Invoice date		Partner comment
	Date of payment	31.03.2019	
	Currency	EUR - EURO	
	Conversion rate	(1)	
	Total value of item In original currency	2.383,13	
	VAT		
Declared amount In the original currency	2.383,13		
Declared amount in Eur	2.383,13		
Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>		

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[Work_contract.docx](#)

[Pay_slip_March_2019.docx](#)

Project manager travel

Edit expenditure
Partner Report 1 Setomaa Period 1 List of expenditures 3.1

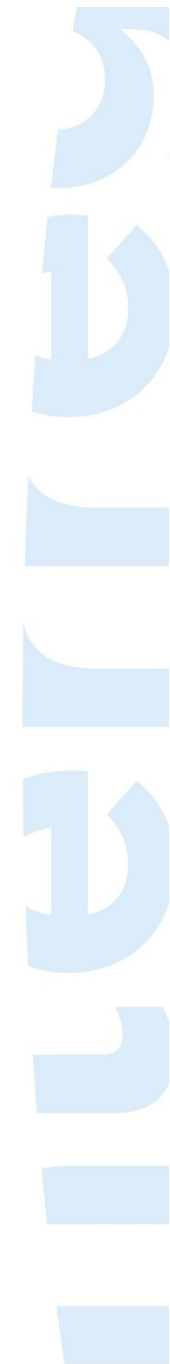
PP	Budget line	Travel and accomodation	Description 1
	Work package	M Management	AS Tallink Group
	Internal reference number	002	Description 2
	Invoice number	8914135	Project team meeting 15.-16.2.2018, Helsinki, Project Manager S. Talve and Communication Manager A. Karu, ferry Tallinn-Helsinki-Tallinn
	Invoice date	01.02.2018	Partner comment
	Date of payment	14.02.2018	
	Currency	EUR - EURO	
	Conversion rate		(1)
	Total value of item In original currency		128,00
	VAT		0,00
	Declared amount In the original currency		128,00
	Declared amount in Eur		128,00
	Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>	

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[Invoice.docx \(tiina2_03.06.2019\)](#)

[Agenda_180215.pdf \(tiina2_03.06.2019\)](#)



Lunch for the project meeting

Edit expenditure
Partner Report 1 Setomaa Period 1 List of expenditures 4.1

PP	Budget line	External expertise and services	Description 1
	Work package	M Management	Lounamaja OÜ
	Internal reference number	003	Description 2
	Invoice number	854625	Project management meeting lunch 23.1.2018
	Invoice date	01.02.2018	Partner comment
	Date of payment	16.02.2018	12 participants
	Currency	EUR - EURO	
	Conversion rate		
	Total value of item In original currency		(1)
	VAT		79,20
	Declared amount In the original currency		13,20
	Declared amount in Eur		79,20
	Declared amount in Eur		79,20
	Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>	

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[Invoice.docx \(tiina2_03.06.2019\)](#)

[list_of_participants.docx \(tiina2_03.06.2019\)](#)

[Agenda_meeting_6h.docx \(tiina2_03.06.2019\)](#)



Expert service

Edit expenditure
Partner Report 1 Setomaa Period 1 List of expenditures

PP	Budget line	External expertise and services	Description 1
	Work package	---	Phos expertise
	Internal reference number	004	Description 2
	Invoice number	854625	Nutrient balance in farming land (pilot area II), phase 1
	Invoice date	18.06.2018	Partner comment
	Date of payment	02.07.2018	This is the first phase of the research, next phase will be done during the period 4.
	Currency	EUR - EURO	
	Conversion rate	(1)	
	Total value of item In original currency	6.600,00	
	VAT	1.110,00	
Declared amount In the original currency	6.600,00		
Declared amount in Eur	6.600,00		
Expenditure outside (the EU part of) the programme area?	<input type="checkbox"/>		

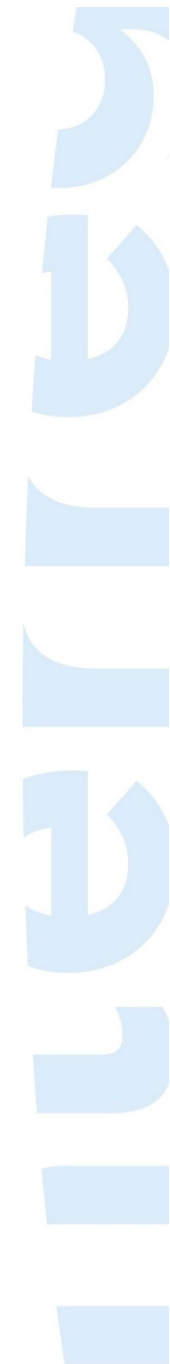
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[Invoice.docx](#)

[Price_comparison.docx](#)

[contract.docx](#)



Reporting activities/ deliverables

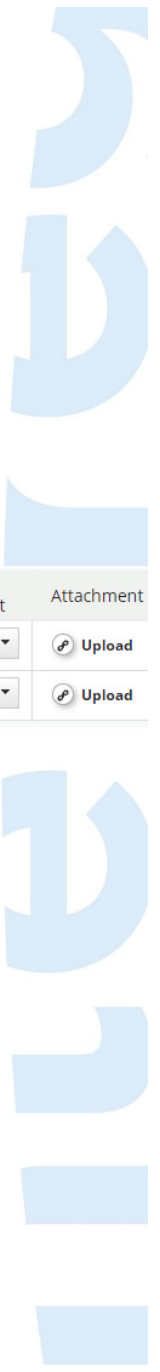
Choose the status of the delivery of project activities from the drop-down menu

A.T1.1			
Activity title	Start month	End month	Act status
Planning of student camps.	01.2016	07.2016	completed
D.T1.1.1			
Deliverable title	Deliverable description	Planned delivery month	Del status
Plan for students camps to be implemented during the project.		07.2016	completed and achieved as planned
Describe completed deliverable(s) or progress towards achieving them Completed and reported under period 1.			Deliverable evidence <input type="button" value="Upload"/>
			1962 Characters remaining
A.T1.2			
Activity title	Start month	End month	Act status
Local student workshop in Latvia and Finland.	08.2016	10.2016	completed
D.T1.2.1			
Deliverable title	Deliverable description	Planned delivery month	Del status
Local student workshops implemented with feedback from participants		10.2016	completed and achieved as planned
Describe completed deliverable(s) or progress towards achieving them Workshops were implemented at Helsinki Normaalkoulu (10-14 October) and Rīgas 13. vidusskola (20-24 October). We had altogether 75 participants from 5th and 6th grade in Helsinki workshops and in Riga 86 participants from the same grades. As a result of the workshops students selected eight business ideas to be further developed.			Deliverable evidence Attached file (tina2_19.02.2018) List of participants, programme of the workshops, 8 business ideas and feedback summary from the workshop <input type="button" value="Delete attachment"/>
			1667 Characters remaining

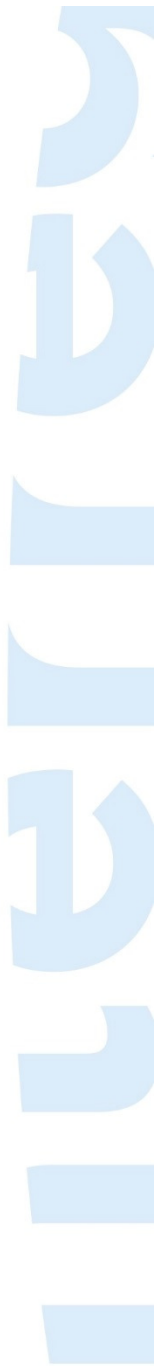


Reporting project outputs/ programme output indicators

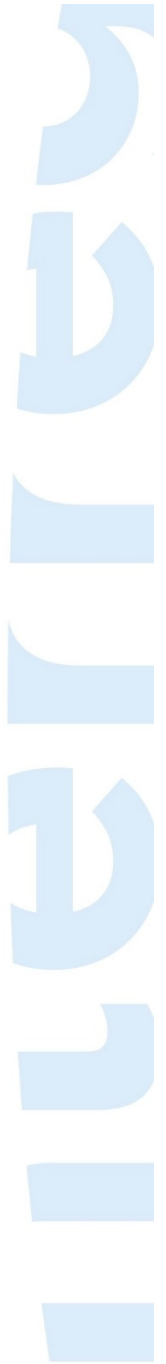
Project outputs	Project output description	Programme output indicator	Planned delivery month	Output quantification target	Achieved so far (not including this reporting period)	Achieved in this report	Level of achievement	Attachment
T1.1 International student teams	this will be done...	Number of participating young people	Jul.2017	<input type="text" value="300,00"/>	<input type="text" value="0,00"/>	<input type="text"/>	not started ▾	Upload
T1.2 eToolbox for entrepreneurial education in high schools	we will...	Number of participating young people	Jun.2017	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text"/>	not started ▾	Upload



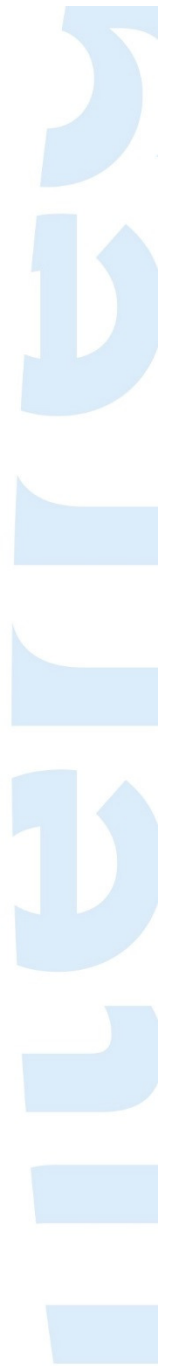
Q: One of your project partners asks: For the upcoming project summit, there was the idea to organise also an urban orienteering event. For that, we have planned to use an app by SuperAppProvider, as we have used it when participating in similar events. The price of the app is 1.600 € (with VAT 1.984 €) and the price per user is 30 € (with VAT 37,20 €) - estimated number of participants is 150. How should we proceed?



A: As the total cost of the app is estimated to exceed 5.000 €, you need to make a price comparison and documented it properly. At least three comparable offers should be requested so that at least two offers can be received. Perhaps in this case, it is possible to use the information available online (price lists etc.) and document this in the price comparison e.g. with print screens. If not, then you need to send out requests.



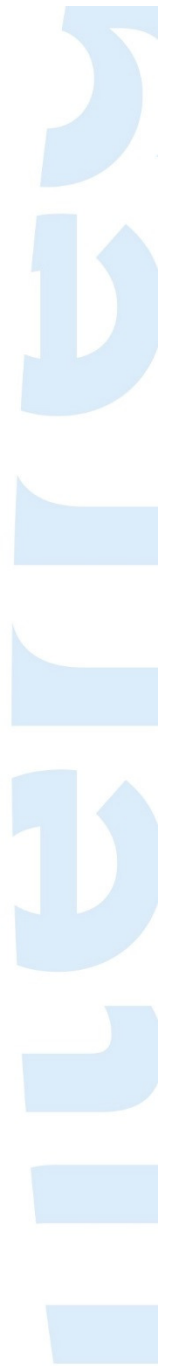
Q: One of your project partners asks (WP Communication leader): We are in a hurry with the project leaflet as I (= the communication manager) have been travelling so much recently. My brother owns a printing house and has offered to do our publication as extra job. Could you confirm that the leaflet is ready to be printed asap?



A: Sorry, but hurry is no excuse not to follow the procurement rules of the project. It's not ok to use the company of your brothers just like that - there is a clear conflict of interest case there. Of course, your brother's company can participate in an open call for tenders, but then you cannot participate in the decision making. As the leaflet is ready to be printed and we need it quickly, it is best that you check with other printing houses near by to select the one that offers the best price, quality and delivery time at this moment.



Q: One of your project partners asks: We need to buy the budgeted laboratory equipment in two parts due to practical reasons. We estimate that first delivery will be in December and the second in June. Now it seems, that the budgeted amount (22.000 €) is enough, we might even have some savings. Can we buy the first part now, estimated cost is 4.000 € and do the procurement later?



A: As the total amount exceeds the 5.000 € and you should not artificially split the purchases, you need to do the procurement now. It is the total amount of the purchase that counts. Please, check with the procurement experts in your organisation or your FLC if the three comparable offers is enough or you need to do a national procurement.

