

ATTACH 1

The documentation shall reach the Veneto Region by 20/06/05.

1. TECHNICAL PART

- a. The technical part shall be filled in by the Veneto Region with the contribution of the partners.

2. FINANCIAL PART

- a. Accounting of the STAFF/PERSONNEL:

- the time sheet sent by letter prot. 171927/40.02/a dated March 10, 2004 shall include the additional information:
 1. each time sheet shall mention the role of the staff involved (consultant or employee)
 2. the function of the staff (junior, senior, secretary, administration)
 3. the cost arising from the time sheet to be charged to the project (n° hours per average hour cost)
- Moreover, the time sheet shall include in attach an analytic sheet/form related to the calculation of the hour cost on the basis of the existing staff costs according to the provisions set up in the employment contracts and law in force in the reference month.
- The average hour cost is to be calculated as follows:

	fixed items regarding wages and recurrent employment contracts (_____)	Amount	total
a)			
b)			
c)			
A = (a + b + c + n)	Total of the items regarding wages		
	employer's contribution for national social security schemes and welfare contributions (types, share/rate of contribution, reference body)		
1			
2			
3			
B = 1+2+n	Total of employer's contribution for national social security schemes		

C=A+B	Total of yearly costs		
D	Yearly working hours set up in contracts		
E=C/D	Yearly average hour cost		

- In the event of changes made to contracts during the project life, more than one analytic sheets/forms are to be filled in.
- Compulsory documentation:
 1. Time sheet
 2. Copy of pay/wage packets and relevant receipt of the payment
 3. Copy of the employer's contribution for national social security schemes and relevant receipt of the payment
 4. Copy of the employer's fiscal and welfare contributions and relevant receipt of the payment
 5. Copy of the single employment contract
 6. Letter of order related to the participation in the project

b. References to be mentioned in the accounting sheet

- References more analytical compared to those foreseen in the letter are to be used in order to make the auditor's task easier; the following codes are to be used:
 - 1 = Management
 - 2 = Technical coordination
 - 3 = Administration/accountancy
 - 4.1 = Workshop - human resources
 - 4.2 = Workshop – local office/room for workshops
 - 4.3 = Workshop – local office/consumables
 - 4.4 = Workshop – local office/other services
 - 4.5 = Workshop – services
 - 4.6 = Workshop – participation / local travel
 - 4.7 = Workshop – participation / international travel
 - 4.8 = Workshop – participation / per diems local participation
 - 4.9 = Workshop – participation / per diems international participation
 - 4.9 = Workshop – participation / human resources
 - 5 = Evaluation
 - 6= Audit
 - 7= Migration officers
 - 8= Training Seminars – human resource
 - 8.1 = Training Seminars – service
 - 9.1 = One to One shop – equipment and supplies/hardware
 - 9.2 = One to One shop – equipment and supplies/software
 - 9.3 = One to One shop – local office/ room for workshops
 - 9.4 = One to One shop – local office/ consumables
 - 9.5 = One to One shop – local office/ other services
 - 10.1= Web Portal – human resources
 - 10.2= Web Portal – sub contracting
 - 11= Final Conference – services
 - 12.1 = Final Guide- services / printing publication
 - 12.2 = Final Guide- services / electronic publication
 - 13.1 = Info and dissemination – services

13.2 = Info and dissemination – human resources

14 = Administrative costs

INCOME: 15= Revenue

- Documentation to be provided in relation to the types of expenditure:
 1. estimates
 2. contracts or orders
 3. expenditure documents (invoices, fees, tickets)
 4. receipts

c. OVERHEAD COSTS

- Overhead costs related to the premises used for the project management and administration including rental, heating, electricity, local taxes and maintenance are eligible
- Documentation to be sent:
 1. Such cost is to be given evidence by means of a copy of the specific expenditure document and relevant receipt of the payment

d. OTHERS

- The expenditures have to refer to the period 29/05/2003 to 29/05/2005 (excluded the expenditures already included in the accounting of the period 29/05/2003 - 28/05/2004).
- A copy of the publications, promotion documents and articles related to the project are to be attached to the accounting sheet.
- The letter of submission of the accounting shall include the following documents in attach:
 1. DOCUMENTS OF EXPENDITURES (bills of sale, pay-packets, etc.) with the stamp MIGREST
 2. a detailed list of all copies of the submitted documents including the declaration stating the copies are similar to the original documents
 3. the accounting sheet duly filled in
 4. the declaration of the exact location of the original documents
 5. the list of the participants in the workshops and training courses
 6. the mailing list for any mail expenditures
 7. in the event of expenditure documents drawn up in languages other than Italian or English, a translation in English of the key elements is to be provided.
 8. Declaration that the accounting of the project is added to the accounting of the body.

e. DOCUMENTS OF EXPENDITURE OF THE PREVIOUS ACCOUNTING

- A copy of cost documents related to the previous accounting, with the stamp MIGREST, are to be attached too.