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AGREEMENT

URBACT IV PROGRAMME NATIONAL URBACT POINT FOR THE SLOVAK REPUBLIC

Between

L'Agence Nationale pour la Cohésion des Territoires (ANCT)

Établissement public créé par la loi n°2019-753 du 22 juillet portant création d'une Agence Nationale de la cohésion des territoires, SIRET 130 026 032 00016, dont le siège social est situé à PARIS (75 008), 27 avenue de Ségur.

Represented by Xavier Giguët, General Secretary

And

Ministry of Transport of the Slovak Republic

DG Housing Policy, Construction and Urban Development, Urban Development Policy Unit
Námestie slobody 6, P.O.BOX 100, 810 05 Bratislava, Slovak Republic

National URBACT Point for THE SLOVAK REPUBLIC

Represented by Andrej Doležal, Minister of Transport of the Slovak Republic

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PREAMBLE

The [URBACT IV Cooperation Programme](#) (CP) foresees the creation of National URBACT Points (NUP), to be undertaken under knowledge and communication activities (CP Section 2.1.1.1 3)). These NUP shall be in charge of communicating on URBACT activities and disseminating URBACT results at national level in national language and operating as national platforms for dialogue, exchange and learning on sustainable urban development, involving the different levels of governance concerned (national, regional, local).

Building on the experience of URBACT III, NUP in URBACT IV should provide a wider range of activities at national level, including translation and dissemination of results, organisation of national seminars, support for capacity-building activities, etc. In Book 2, Section E.4 of the [URBACT IV Programme Manual](#), it is also mentioned that each Member/Partner State shall appoint, in agreement with the URBACT Managing Authority, a public or equivalent or not for profit body in their country that shall operate as National URBACT Point.

In the framework of the European Urban Initiative's (EUI) Contact Point set-up, coordination and optimisation of tasks will be sought between EUI Contact Points and NUP.

The [URBACT IV Programme Manual](#) (Book 2, Section E) further defines the main categories of activities to be carried out by NUP, the mandatory and complementary activities, the financial framework as well as the governance framework for NUP implementation.

ARTICLE 1. PURPOSE OF THE AGREEMENT

Following the appointment of Ministry of Transport of the Slovak Republic as NUP for THE SLOVAK REPUBLIC, signed by Ladislava Cengelová ,Director General, DG Housing Policy, Construction and Urban Development, Ministry of Transport and Construction of the Slovak Republic on 13/12/22, this agreement aims at defining the activities to be implemented by the NUP and the conditions under which it will operate (work plan, financial plan, etc.).

ARTICLE 2. DURATION OF THE AGREEMENT

The agreement is concluded from the date of publication on the Central Registry of the Slovak Republic, until the 30th of June 2026. Staff costs and any other costs related to NUP activities are eligible from January 1st 2023. The URBACT Managing Authority (Agence Nationale pour la Cohésion des Territoires) may renew the agreement once for a second period of 3,5 years maximum starting from 1st July 2026 and ending on 31st December 2029.

Renewal of the agreement tacitly follows after satisfying performance of National URBACT Points, i.e. activities foreseen in workplan have been carried out (see article 6.2 of this agreement), positive feedback from beneficiaries about the NUP activities, etc.

In case of poor performance, the URBACT Secretariat shall consult with the relevant National Authority and discuss the renewal or not of the National URBACT Point (see article 10.5 of this agreement).

ARTICLE 3. ACTIVITIES TO BE IMPLEMENTED BY THE NATIONAL URBACT POINT

As foreseen in the [URBACT IV Programme Manual](#) (Book 2, Section E.5), the appointed NUP shall implement the following categories of mandatory and complementary activities:

3.1 Mandatory activities

Main activity	Description of activity
1. Communication & dissemination of calls, activities, thematic content and good practices about integrated urban development	Organise at least a dedicated infoday or session per year to present URBACT calls for networks, workshops and sessions on the thematic content and good practices. <i>Joint infodays or sessions with European Urban Initiative Urban Contact Points should be privileged.</i>
	Update the National URBACT Point webpage of the URBACT website at least once a month with news, articles or other materials.
	Contribute to events (stands, public presentation, moderation) organised by other organisations/institutions on urban development.
	Use at least one social medium (Twitter, Facebook, LinkedIn, Instagram or other) to communicate and engage with current and potential URBACT beneficiaries.
	Use a national newsletter to communicate on the news and events of the URBACT programme.
	Produce digital materials (infographics, videos, visuals) to communicate on the URBACT programme activities and calls.
	Translate news/articles/content from English to national languages when necessary.
	Carry out other activities and outputs that National URBACT Points consider relevant at national level.
2. National networking	Organise at least 1 meeting per year to bring together URBACT beneficiaries, national and local authorities and possible funders. Upon the discretion of National URBACT Points, meetings can bring together EUI beneficiaries.
3. Support URBACT beneficiaries in designing, implementing funding and communicating local policies	<ul style="list-style-type: none"> ▪ Contribution to URBACT Local Group meetings. ▪ Contribution to transnational meetings, events organised by URBACT networks. ▪ Link local authorities with funding opportunities at EU and national level through dedicated meeting or with making relevant information available. ▪ Support and advise local authorities about the communication and dissemination of local work and outputs. ▪ Other activities that seem relevant at national level.
4. Coordination with the URBACT Secretariat, National Authorities & EUI Urban Contact Points	Coordination with the Secretariat: <ul style="list-style-type: none"> ▪ Feeding in the URBACT Secretariat about national needs and priorities in terms of knowledge management and capacity-building. ▪ Launching surveys and sharing results to the URBACT Secretariat.

	<ul style="list-style-type: none"> ▪ Regular online communication (emails, online collaborative platform, phone calls, webinars). ▪ At least one in-person coordination meeting amongst NUP and URBACT Secretariat. ▪ Webinars with the URBACT Secretariat. ▪ Other topics. <p>Coordination with National Authority:</p> <ul style="list-style-type: none"> ▪ Implementing regular contacts with National Authority (Authorities in case of cooperation between 2 or more countries) especially when it comes to defining annual priorities and work plan, to communicating national urban policies and national needs to the URBACT Secretariat for the design of knowledge and capacity-building activities, and to enhancing the dialogue between local and national level. <p>Coordination with Urban Contact Point under European Urban Initiative:</p> <ul style="list-style-type: none"> ▪ Implementing regular contacts with EUI Contact Points to exchange on their activities, agenda, communication channels and tools, and on how to provide a complementary package of activities to cities. ▪ When possible, organising joint activities or events in an effort to avoid duplication of activities. ▪ Complementarity of URBACT and EUI Contact Points is further detailed in article 4.
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3.2 Complementary activities

Some National URBACT Points can request from the Secretariat or can be asked by the URBACT Secretariat to carry out complementary activities. In this case, extra/complementary funding will be available for National URBACT Points via the budget of URBACT programme operations (see article 8.1 of this agreement). National URBACT Points shall also coordinate with EUI contact points about the complementary activities to be put in place.

Main activity	Description of activity
1. Support the URBACT Secretariat with capacity-building activities	Supporting the organisation and delivery of events for programme beneficiaries (e.g. support for logistics, identification of trainers, speakers, etc.). National URBACT Points can also propose to deliver their own additional capacity-building activities in their country.
2. Support the URBACT Secretariat with knowledge activities	Delivering knowledge activities at national level (Policy Lab, Thematic session, etc.)
3. National Practice Transfer Initiatives or similar	Implementing National Practice Transfer Initiative (NPTI), building up on the experience of the 5 NPTI pilots of URBACT III. Following interest by National URBACT Points who want to deliver an NPTI and assessment by the Secretariat, the URBACT Monitoring Committee will be the one approving the NPTI and corresponding

	budget coming from the knowledge-capitalisation operation.
4. Other complementary activities	

ARTICLE 4. COORDINATION WITH URBAN CONTACT POINTS UNDER EUROPEAN URBAN INITIATIVE

In regard to the set-up of Urban Contact Points under European Urban Initiative, NUP and relevant EUI contact point for THE SLOVAK REPUBLIC shall coordinate for the delivery of shared activities about:

- Knowledge dissemination;
- Communicating and raising awareness on the Calls for Proposals, including info sessions;
- Communicating about Transfer networks (calls, networks, achievements);
- Communication tools to be used at national level and networking activities;
- Capacity-building activities at national level;
- Collaboration on sustainable urban development activities at national level.

Communication activities, tools and channels should be combined as much as possible with those of the EUI contact points. When the NUP organises an event that brings in content/speakers from EUI and vice versa, EUI/NUP points will decide if and which costs of this event can be covered by NUP or EUI budget. Similarly, the respective national contact points can decide to co-finance joint outputs or other activities.

In the case where NUP and EUI contact points are the same, a single workplan for both NUP and EUI can be agreed in coordination with URBACT and EUI Secretariats. Similarly, a coordinated activity and financial reporting procedure can be envisaged.

ARTICLE 5. GREEN EVENTS AND ACTIVITIES

In the framework of URBACT IV green strategy for all the activities of the programme, National URBACT Points shall take measures to reduce or offset the carbon emissions of their events, activities and outputs:

- Reduce the carbon footprint of events if possible with the allocated budget;
- Encourage the use of trains rather than plane for NUP delegation and participants of NUP events;
- Avoid printing of publications or producing of materials and gadgets;
- Favor the use of recycled paper or materials that can be upcycled or recycled after use.

Further guidance will be provided by the URBACT Secretariat.

ARTICLE 6. NUP WORK PLAN

6.1 Establishment of the work plan

Within two months after the signature of the present agreement, an indicative 2-year work plan shall be submitted by NUP to the URBACT Secretariat by email at nup@urbact.eu. The work plan will include:

- A detailed description of mandatory activities to be implemented;
- The corresponding expected outputs (type, number);
- The timeframe for implementation of the above listed activities.

The work plan template will be provided by the URBACT Secretariat.

In the case where NUP and EUI contact points are the same, a single work plan/reporting for both NUP and EUI can be agreed in coordination with URBACT and EUI Secretariats, as foreseen in article 4 of this agreement.

Not all activities can be planned in details on a 2-year period. New needs and opportunities may arise during the period and it will be important that the NUP is able to take these into account. Thus it is expected that the work plan includes provisions for some categories of activities without specifying details at the stage of signing the present agreement (eg participation in events related to sustainable urban development and related Travel and Accommodation costs).

The 2-year work plan shall be elaborated taking into consideration the national context and policy framework for sustainable integrated urban development. In this perspective, the work plan should be also reviewed by the National Authority responsible for appointing the NUP.

The 2-year work plan shall be agreed with the URBACT Secretariat. For the remaining 1,5 year of the present agreement, a second work plan shall be drafted by NUPs in the same conditions as those mentioned above.

6.2 Monitoring of the work plan

In line with the findings of the programme-wide evaluation, a set of quantitative output indicators can be used to monitor the work plan of the NUP.

The 2 following indicators, linked to the NUP communication efforts at national level, will be monitored by the Secretariat during the duration of the agreement:

- Number of cities applying to URBACT calls for networks;
- No. of visitors per country to the URBACT website.

The following other indicators, can be followed by the NUP on a voluntary basis, after discussion with the Secretariat:

- No. of partners applied, No. of new partners applied;
- Urban practitioners' access URBACT online resources;
- Non-URBACT practitioners know about URBACT and what it offers;
- No. of non-URBACT practitioners, having participated in NUP events or activities, saying that they know what URBACT offers;
- Practitioners and policy makers have increased their knowledge as a result of visiting NUP pages, or participating in national activities;
- No. of practitioners with increased knowledge.

A qualitative indicator will also be used to validate the renewal of this agreement form (as foreseen in article 1). This qualitative indicator will consist in the satisfaction rate of URBACT beneficiaries, based on the data collected from networks' closure surveys and mid-term reviews, or other surveys.

ARTICLE 7. CONDITIONS FOR ACTIVITIES IMPLEMENTATION

7.1 Coordination and monitoring of NUP activities

The URBACT Secretariat shall ensure coordination and monitoring of the NUP activities to be implemented. The person from Ministry of Transport of the Slovak Republic in charge of NUP activities and daily coordination with the URBACT Secretariat will be Matúš Žák, State Secretary and will be the main contact for the URBACT Secretariat throughout the

duration of the agreement form. Coordination and monitoring will be done by means of:

- Elaboration of a 2-year overall work plan (see article 6 of this agreement). The work plan shall be agreed with the URBACT Secretariat;
- Reporting to the URBACT Secretariat by means of activity reports to be submitted by the NUP every 6 months or every year (template provided by URBACT, including progress on activities foreseen in the annual work plan);
- Regular contacts between the URBACT Secretariat and the NUP via email, digital tools, and telephone to ensure an ongoing flow of information and address any issues related to activities implementation;
- At least 1 in-person meeting per year between the NUP and the URBACT Secretariat in addition to online meetings and webinars (incl. ad hoc trainings to support activities implementation, meetings to share strategic orientations of the programme impacting on NUP activities, etc.); more meetings may be organised if necessary to ensure successful implementation of NUP activities. When relevant, these sessions can be joint with the meetings of EUI contact points.

The URBACT Secretariat may invite NUP to take part in programme level activities/ events (e.g. URBACT Universities, conferences, etc.), to enhance the implementation of NUP activities.

The URBACT Secretariat shall ensure coordination and networking across National URBACT Points operating in the different countries, so as to ensure exchange and learning across NUP and capitalisation of good practices, allow for joint activities, strengthen implementation of activities by each NUP, etc.

The URBACT Secretariat will be responsible for reporting on NUP activities to the URBACT Monitoring Committee. NUPs may be invited to report to the Monitoring Committee if needed.

7.2. Coordination with National Authorities responsible for URBACT

Under the URBACT programme, NUP shall support the implementation of specific programme actions (see article 3 of this agreement). Yet NUP work plan should be agreed upon with the National Authority in order to take into consideration national priorities/ needs/ actions related to sustainable integrated urban development, to avoid redundancy and foster complementarity (e.g. contributing to scheduled national events or training schemes for urban players). The National URBACT Point shall also inform the National Authority on a regular basis of the progress of the implementation of NUP activities.

7.3. Acceptance of activities

The URBACT Secretariat will proceed to the verification of activity reports sent by National URBACT Points (using the template of activity report provided by the URBACT Secretariat). The Secretariat will provide feedback on the activity report within 30 days after reception. Submission of the activity report can be made every 6 months (one for January-June and other one for July-December), or every year. Acceptance of activities will imply the payment of the implemented activities (see Article 9 of this agreement).

The URBACT Secretariat reserves the right to request clarifications, further evidence and modifications of the reports or payment requests about reported activities.

7.4. Language

The language of correspondence between the NUP and the URBACT Secretariat shall be English.

7.5. Compliance to Regulation (EU) 2021/1060

Activities and outputs produced by the National URBACT Point shall bear the URBACT logo at all times. Outputs and products that do not bear the URBACT logo will be considered not eligible for funding. The NUP logo/visual does not replace the URBACT logo.

ARTICLE 8. BUDGETARY ALLOCATION

8.1 NUP budget

The maximum budget available per country for mandatory activities is 140 000 euros for the 3,5-year period of costs eligibility, all taxes inclusive. It is recommended to keep a fair balance of the budget over the 3,5 years of costs eligibility.

The relevant provision from the [URBACT IV Programme Manual](#) (Book 1, Section D) applies (definition of budget line, list of eligible costs, general principles and conditions to fulfill for claiming the costs).

For the reporting and reimbursement of costs, a Simplified Costs Option will be applied as foreseen by REGULATION (EU) 2021/1060, 24 June 2021 (articles 53, 54, 55 &56).

Two cost calculation options are proposed.

Ministry of Transport of the Slovak Republic declares to choose Option 1, based on provisional real costs for the dedicated staff, external expertise and other services and equipment. Office administration and travel accommodation shall represent a lumpsum of 10% and 15% of the staff costs respectively, as foreseen by the REGULATION (EU) 2021/1060, 24 June 2021 (article 54) and REGULATION (EU) 2021/1059, 24 June 2021 (article 41.5).

The lumpsums shall be automatic and will not need any kind of justification.

Guidelines for the estimation and reporting of staff costs and other real costs are included in Annex 1.

The Annex 2 is the table of provisional costs for the 3,5-year period. Annex 2 is attached to this agreement duly completed by the Ministry of Transport of the Slovak Republic.

As foreseen in article 3.2, when necessary, an additional budget for **complementary activities** will be provided upon approval by the URBACT Monitoring Committee. This shall be done by means of amendments to the agreement form.

8.2. Travel and accommodation costs

The budget allocated to the NUP mentioned in 8.1 above (up to 140 000 for 3,5 years), shall cover all costs related to the implementation of the mandatory activities, including travel and accommodation costs incurred for participation in events/ meetings organised by the URBACT Secretariat, in particular NUP coordination meetings where the attendance of 2 delegates per NUP, including the National URBACT contact person is expected.

ARTICLE 9. CONDITIONS RELATED TO PAYMENT OF THE URBACT FINANCIAL CONTRIBUTION TO NUP ACTIVITIES

9.1. Schedule of payments

Payment of NUP activities shall be done along the following provisions:

- If needed, a down payment of 10% of the maximum amount for the 3,5 years can be made at the signature of the agreement to the NUP upon reception of a payment request;
- Interim payments shall be made every 6 or 12 months, under submission and validation of the two 6-months or the one 12-month activity reports (with reported deliverables attached), justification of the real costs (as described in the guidelines in annex 1) and related payment request;
- At the end of the 3,5-year period upon submission and validation of the last activity report (with reported deliverables attached), justification of the real costs and corresponding payment request, a final payment shall be made, considering the initial down payment.

9.2 Payment requests

Payment requests shall be submitted digitally accompanied by the corresponding activity reports, related deliverables and real costs evidence. The payment request shall include the following information:

- the reference to the present agreement;
- the names and addresses of the contracting parties;
- the date and payment request number;
- the period covered;
- cost of the activities carried out exclusive of VAT;
- the rate and amount of VAT (if applicable);
- total cost inclusive of VAT.

Payment requests for organisations located outside France should be sent to ANCT by email to the following address: servicefacturier@anct.gouv.fr, copy nup@urbact.eu.

The other documents (activity report, proof of completion, deliverables and proof of real costs over the payment claim period, ...) must be sent by email at nup@urbact.eu or by post to the following address:

Secrétariat URBACT - ANCT
TSA 10717 75334 Paris Cedex 07, France

9.3. Payment provisions and term

Means of payment will be by wire transfer to the bank account corresponding to the following official bank details:

Name and address of the account holder:

Name and address of the account holder:

MD SR, Nám. slobody 6, 810 05 Bratislava 15

Name and address of the bank:

Štátna pokladnica, Radlinského 32, 810 05 Bratislava 15

IBAN: SK 81 8180 0000 0070 0018 6177

BIC/SWIFT code: SPSRSKBA

The sum due shall be paid within a maximum of 30 days from receipt of the invoice (or receipt) and report by the URBACT Secretariat.

In the event of this contractual period being exceeded, the applicable late payment interest rate is equal to the interest rate of the main refinancing facility applied by the ECB to its most recent refinancing operation carried out before the first calendar day of the semester of the calendar year during which the late interest payments started to run plus 7 points.

ARTICLE 10. GENERAL COMMON PROVISIONS

10.1. Changes in staff

In case of change in NUP project leader/ URBACT Contact Person appointed in 7.1, the NUP shall inform the URBACT Secretariat in writing. The replacement shall have the same level of qualification and skills.

10.2. Sub-contracting

Should the NUP decide to sub-contract some of the activities, described in article 3 of this agreement, the NUP shall inform the URBACT Secretariat in writing. The use of an external service providers is not considered sub-contracting.

10.3. Legal changes affecting NUP status

During the agreement validity period, the NUP shall communicate, in writing to the Managing Authority, any changes which have an impact on its status, including changes to the name of the account to which payments are made of the sums due under the present agreement.

10.4. Intellectual property

The URBACT Programme is the owner of all deliverables related to this agreement and may use them in all programme activities (publications, website, etc.). Any publication by the NUP in the framework of this agreement shall respect provisions outlined under Article 7.5. of this agreement.

10.5. Conflict of interest

The position of NUP appointed contact person/people is not compatible with the positions of Network Expert (neither Lead nor Ad-hoc Expert), Methods & Tools Programme Expert, Member of External Assessment Panel, Programme Evaluator.

10.6. Poor execution – Termination of the contract

In case non-achievement of a majority of the work plan's outputs (article 6 of this agreement), the Managing Authority, after consultation with the National Authority, may reconsider the content of the agreement, including the budget and work plan.

In case non-performance or poor performance persists, the Managing Authority, after consultation with the National Authority, shall warn the NUP in writing (recorded delivery), identifying the short-comings and fixing a deadline for the NUP to meet the obligations. If the warning remains without effect (no answer or activities remaining unsatisfactory), the URBACT Managing Authority, after consultation with the National Authority, may terminate the agreement without further notice. Cancellation due to the NUP's unsatisfactory activities implementation shall not give rise to compensation payments to the NUP's benefit.

In the event of non-performance (no contacts with the NUP, no answers to solicitations, zero activity, etc), and if a down payment has been made at the signature of the contract (article 9.1) Ministry of Transport of the Slovak Republic will have to refund this down payment.

10.7. Disputes

Disputes arising between the URBACT Managing Authority and the NUP may not be invoked as a cause for stopping, either permanently or temporarily, the activities set out in the agreement. Any dispute arising from the implementation of this agreement shall be submitted to the discretion of the members of the URBACT IV Monitoring Committee.

This Agreement has been drawn up in both English and French languages and both texts are valid. In the event of any divergence between the two texts, however, the English text version, in which the text was discussed and adopted within the Monitoring Committee, shall be applied.

In the event of a dispute before a French court, the agreement in English must be translated by a sworn translator attached to the Paris Court of Appeal.

In the event of failure to reach an amicable solution, any dispute or challenge to which this agreement may give rise, whether concerning its validity, interpretation, performance or execution, shall be submitted to the competent courts within the jurisdiction of Paris.

This agreement is governed by French law.

Done in Paris, 23/02/2023,

For the National URBACT Point

Andrej Doležal
Minister of Transport of the Slovak Republic

**On behalf of the URBACT IV
Managing Authority**

Xavier Giguet
General Secretary

Place, date, stamp and signature

Place, date, stamp and signature

ANNEXES

Annex 1: Guidelines for the estimation and reporting of staff costs and other real costs

- (a) Cost calculation – Option 1: Reporting of staff costs, external expertise, equipment, office administration and travel accommodation

Staff Costs

Staff costs are reported on the real costs incurred, following the methodology described in Annex 1, section (b) below.

External expertise

The following documents are required for the audit trail:

- a document / contract / written agreement laying down the services to be provided with a clear reference to the project — for experts paid on the basis of a daily fee, the daily rate together with the number of days contracted and the total amount of the contract must be provided;
- any changes to the contract must comply with the public procurement rules and must be documented;
- an invoice or a request for reimbursement providing all relevant information in line with the applicable accounting rules;
- outputs of the work of external experts or service deliverables;
- proof of payment.

Equipment

The following documents are required for the audit trail:

- an invoice or a request for reimbursement providing all relevant information, in line with the applicable accounting rules;
- actual equipment and evidence of equipment purchased, rented or leased;
- calculation scheme of depreciation, if applicable;
- proof of payment.

Office administration and travel accommodation

As regards to expenses incurred on budget lines "office administration" and "travel accommodation", no specific audit trail is necessary. Beneficiaries do not need to document that the expenditure was incurred and paid.

- (b) Cost calculation – Option 2: Reporting of staff costs

Whose costs should be reported?

All people who work, part-time or full-time, directly for the URBACT National Point activities.

What can be included in staff costs?

Staff costs include salaries and all costs related to the execution of the employment contract or to the application of the provisions of a collective agreement, staff regulations or labour rules in force in the country (gross salaries, social contributions and taxes paid by the employer).

Under which conditions?

- The costs must be borne directly by the organisation performing as NUP (subcontracting cannot be included in the personnel costs);
- The position concerned must be directly related to the work of the UNP;
- Social benefits (bonuses and various advantages), work stoppages (illness, maternity/paternity, leave), and overtime can only be considered if they apply to all the staff of the structure that carries out the UNP and under the same conditions.

How to justify the link between the staff concerned and the activities of the NUP?

The organisation performing as NUP must be able to justify the link between the employee and the NUP activity:

- Either by mentioning this activity on the person's employment contract;
- Either by producing a mission order from the person in charge of the structure indicating the missions entrusted within the framework of the NUP;
- Or by a job description indicating the missions entrusted within the framework of the NUP.

How to justify the time spent by employees on NUP work?

If the time spent working on NUP activities is included in the employment contract or in the assignment order, there is no need to put in place any additional means of managing and justifying working time.

Similarly, if the working time devoted to the UNP is full time and supported by a document (job description, organisation chart, etc.), no additional means of managing and justifying working time are required.

In the opposite case, it will be necessary to produce a precise time grid detailing the activities carried out and indicating the working time devoted to the PNU and the working time devoted to other missions. This grid should be produced on a monthly basis and signed by the employee concerned and his/her line manager. It must be produced for each person concerned.

How to justify staff costs?

When several people in the NUP are assigned to its activity, the personnel costs will have to be justified position by position.

The cost of the position must be justified by producing:

- Proof of working hours as stated above: work contracts, mission orders, job descriptions, time tables;
- Salary slips for the period concerned;
- Proof of other staff costs payable by the employer, if not shown on the pay slips.

Proof of payment of the above amounts may be requested by the Secretariat.

Annex 2: Table of costs calculation options

Option 1:

NUP PROVISIONAL COSTS		
MANDATORY ACTIVITIES	January 1st 2023 - 30 June 2026	
	Cost category	Forecasts amounts in Euros (€)
Staff costs	Real cost	105000
Office & administration*	Lump sum	10500
Travel & accommodation**	Lump sum	15750
External expertise & other services	Real cost	7000
Equipment	Real cost	1750
TOTAL PROVISIONAL COSTS FOR MANDATORY ACTIVITIES		140000
<p><i>* Office & administration costs are a lump sum of 10% of staff costs</i></p> <p><i>** Travel & accommodation costs are a lump sum of 15% of staff costs</i></p>		