



biodiversa+

European Biodiversity Partnership

Biodiversa+ information session on “third parties giving in kind-contribution”

REC

Recording link:

<https://www.dropbox.com/scl/fi/pxk6vu3od3v2bs8vu1oma/video1435276452.mp4?rlkey=8ejqhvwywloguaa56msrma2w63&dl=0>

26th of October 2023 at 2pm CEST

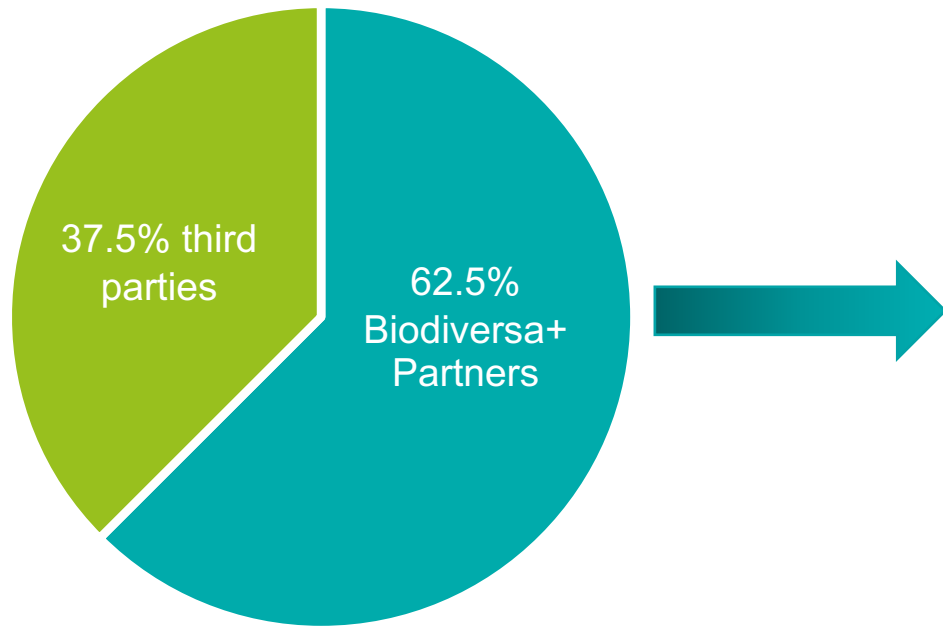


Welcome words

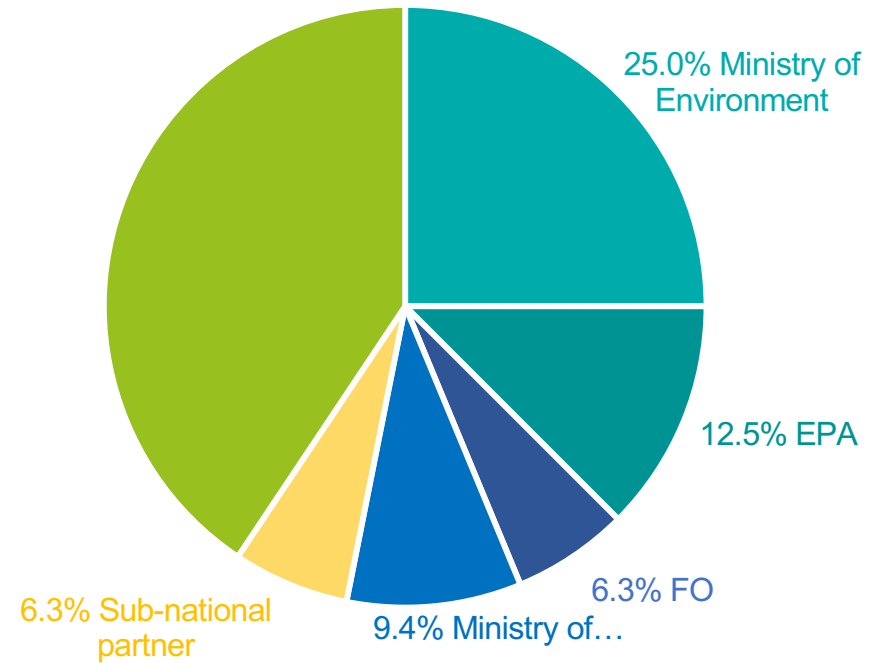
By Cécile Mandon, FRB, Biodiversa+ officer

Who are the participants today?

Registered participants

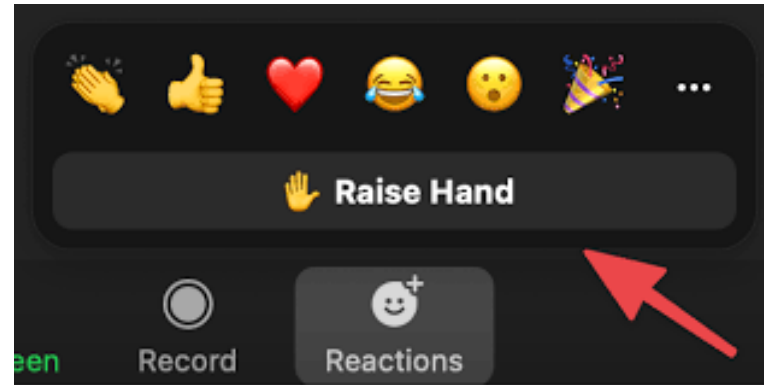


Registered Biodiversa+ partners per type of organisation



Who is who?

- Who is based in the organisation of a Biodiversa+ partner?
- Who is based in the organisation of a third party of a Biodiversa+ partner?
- Who don't know?

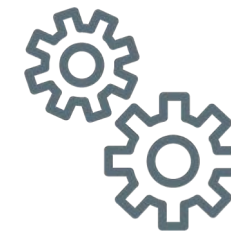


Poll

A poll will appear on your screen, please tick the answer that best describes your level of knowledge on the involvement of third parties in Biodiversa+.

Agenda

- Introduction on third parties giving in kind contribution to the action, by Cécile
- **Open panel** on “Experience sharing from Biodiversa+ partners & their third parties” with Laura Cherchi, Andreas Hilpold, Michael Moëns, Veronique Adrianssens, Katri Päivärinta
- **Collaborative exercise** on “How Biodiversa+ could better support Biodiversa+ partners and their third parties?”
- Concluding words



Reminders about Biodiversa+

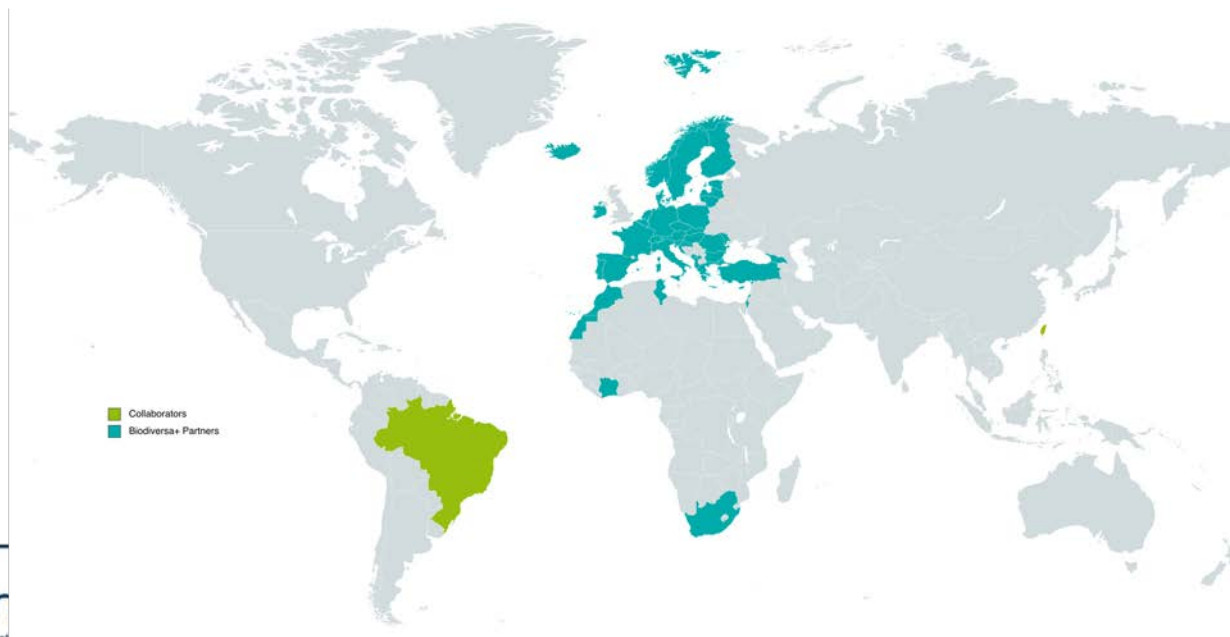
By Cécile Mandon, FRB, Biodiversa+ officer



What is Biodiversa+?



- The European Biodiversity Partnership: a **Horizon Europe project**
- Launched on the 1st of October 2021 and currently ending in September 2028



How to be involved in Biodiversa+?



80
Partners

As a Biodiversa+ **Partner** (full member of the consortium, signing the Grant Agreement and Consortium Agreement), with a vote in the General Assembly, organisation receiving EC payment.

⚠️ A Biodiversa+ Partner cannot be a research performing organisation.

Affiliated
entity

As an **affiliated entity** (an organisation with a formal link with the beneficiary. They do not sign the Grant Agreement but are listed in the Grant Agreement in article 8 and they sign the Consortium Agreement.

⚠️ An affiliated entity cannot be a research performing organisation.

Third
party
giving in-
kind
contribution

As **third party** (an organisation, no formal link with the Biodiversa+ Partner needed). They do not sign the Grant Agreement but are listed in the Grant Agreement in annexes I and II.

⚠️ Representatives of a Biodiversa+ partner, based in a third party organisation cannot apply in Biodiversa+ research calls.

What is a third party giving in-kind contribution to Biodiversa+?



- ✓ An organisation **valorising Horizon Europe eligible costs** for the implementation of Biodiversa+ activities **through a Biodiversa+ partner**.
 - ✓ There is **no need for** your organisation to have **a formal link** between this third party organisation and the Biodiversa+ partner.
 - ✓ A third party organisation is not signing the Grant Agreement and not signing the Consortium Agreement BUT is **listed in Annexes I and II of the Grant Agreement**. >> **If your third parties are not listed yet in the Grant Agreement → please let the OT know.**
- ⚠ Pay attention not to confuse: A “third party giving in-kind contribution to Biodiversa+” and the cost category “financial support to third parties”. The latter is a cost category to report on research call fundings by research organisations whereas the former is a level of participation in Biodiversa+.

What is a third party giving in-kind contribution to Biodiversa+?
| Some useful resources.



In Biodiversa+, our **Grant Agreement**, the rules for the third parties giving in kind contribution to the action are in **article 9.2**.

Our Grant Agreement states that « *third parties may give in-kind contributions to the action if necessary for the implementation* »



Costs that can be valorised in Biodiversa+

By Cécile Mandon, FRB, Biodiversa+ officer



Reminder | Funding model & where to find budget information for Biodiversa+



 **Grant Agreement Annexes 1 & 2** **Officially**

Project: 101052342 — Biodiversa-plus — HORIZON-CL5-2021-BIODIV-02
Associated with document [H2A-Annexes-1-11000-05&42022](#)

 EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)
REA.0 – Green Europe
B.3 – Biodiversity, Circular Economy and Environment

GRANT AGREEMENT

Project 101052342 — Biodiversa-plus

PREAMBLE

This Agreement ('the Agreement') is between the following parties:

on the one part,

the European Research Executive Agency (REA) ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

and

on the other part,

1. 'the coordinator':

Service Public Fédéral de Programmation Politique Scientifique (Belspo) (BELSPO), PIC 999807713, established in WTC III Boulevard Simon Bolivar 30, BRUSSELS 1000, Belgium,

and the following other beneficiaries, if they sign their 'accession form' (see Annex 3 and Article 40):

2. BUNDESMINISTERIUM FUER BILDUNG, WISSENSCHAFT UND FORSCHUNG (BMBWF), PIC 989275938, established in MINORITENPLATZ 5, VIENNA 1010, Austria,

3. FONDS ZUR FÖRDERUNG DER WISSENSCHAFTLICHEN FORSCHUNG (FWF), PIC 998735960, established in SENSENGASSE 1, WIEN 1090, Austria,

4. UMWELTBUNDESAMT GESELLSCHAFT MIT BESCHRANKTER HAFTUNG (UBA GMBH) (EAA), PIC 999452014, established in SPITTELAUER LANDE 5, WIEN 1090, Austria,

5. FONDS DE LA RECHERCHE SCIENTIFIQUE- FNRS (F.R.S.-FNRS), PIC 999540381, established in RUE D'EGMONT 5, BRUXELLES 1000, Belgium,

6. FONDS VOOR WETENSCHAPPELIJK ONDERZOEK-VLAANDEREN (FWO), PIC 997949484, established in EGMONTSTRAAT 5, BRUSSEL 1000, Belgium,

7. SERVICE PUBLIC DE WALLONIE (SPW-ARNE), PIC 999811884, established in Place Josephine Charlotte 2, Jambes 5100, Belgium,

8. VLAAMSE GEWEST (VL O), PIC 999575107, established in AVENUE DU PORT 88, BRUSSEL 1000, Belgium,

The **overall budget** of Biodiversa+ (eligible costs) & the EU contribution are defined in the **Annex 2** of the grant agreement

 **Consortium Agreement Annexes 1 to 4** **internally**



EUROPEAN PARTNERSHIP

Consortium Agreement

[Biodiversa+ - The European Biodiversity Partnership]

Version [1.0] – [2021-10-01]

(Based on DESCA – Model Consortium Agreement for Horizon Europe, version 1, December 2021)

Yet, Biodiversa+ partners agreed on a **different allocation of funds between partners and activities**, as detailed in the Consortium Agreement. → **Main reference document** in respect of the allocation of the EU contribution to activities and partners

Eligible costs for a Biodiversa+ partner or affiliated entity



A. PERSONNEL COSTS

A1 Employees

A.3 Seconded personnel



C. PURCHASE COSTS

C.1 Travel and subsistence

C.2 Equipment (with depreciation costs)

C.3 Other goods, works and services



B. SUBCONTRACTING COSTS



D. OTHER COST CATEGORIES

D.1 Financial support to third parties
= funding of research projects



CERTIFICATE ON FINANCIAL STATEMENTS



E. INDIRECT COSTS

- applied on top of personnel & purchase costs
- General rate applied by the EC: 25%
- **⚠ Internally**, we apply a flat rate of 15% and some partners do not request any indirect costs

Eligible costs for a third party giving in-kind contribution to the action



A. PERSONNEL COSTS

A.3 Seconded personnel



C. PURCHASE COSTS

C.1 Travel and subsistence

C.2 Equipment (with depreciation costs)

C.3 Other goods, works and services



E. INDIRECT COSTS

- applied on top of personnel & purchase costs
- General rate applied by the EC: 25%
- **⚠ Internally**, we apply a flat rate of 15% and some partners do not request any indirect costs

Valorising costs in Biodiversa+



- When incurring costs for Biodiversa+ (or to be valorised in Biodiversa+) **it is the responsibility of each Partner to ensure the eligibility of costs based on our Grant Agreement article 6 and Horizon Europe rules.**
- Biodiversa+ Partners must inform their affiliated entities and third parties.
- The Operational Team is always happy to support / guide you but this is your responsibility to ensure the eligibility.
- More information is available in the annotated Grant Agreement for Horizon Europe and you can reach out to your national contact points for Horizon Europe.



Reporting on costs and involvement in activities

By Cécile Mandon, FRB, Biodiversa+ officer



Reporting exercises | Some reminders



For the EC, Biodiversa+ has to report on:

- Our progresses on the Biodiversa+ activities (through our periodic reports). Exercise led by the Chairs Team, Operational Team, WP and task leaders
- The use of the budget (all the Biodiversa+ partners must report on this part)

Internal reporting exercises allow Biodiversa+ to monitor the use of our budget and properly plan future payment to partners. This is equally important as EC financial reporting. All the partners must contribute to this effort.

- ✓ The Biodiversa+ partners should coordinate their reporting exercise and compile information from their third parties giving in-kind contribution to the action and from their affiliated entities.
- ✓ All costs included in reporting exercises must be eligible to EC funding.
- ✓ We have to report on the use of the budget for each cost category, by each partner, for each task/sub-task.
- ✓ The Biodiversa+ partner should ensure that an **audit** can take place to check its own costs (in your organisation) or in the organisations of your third parties giving in-kind contribution to the action or affiliated entities. All costs included in the reporting exercises must be verifiable.

How to keep track of your costs incurred for Biodiversa+?

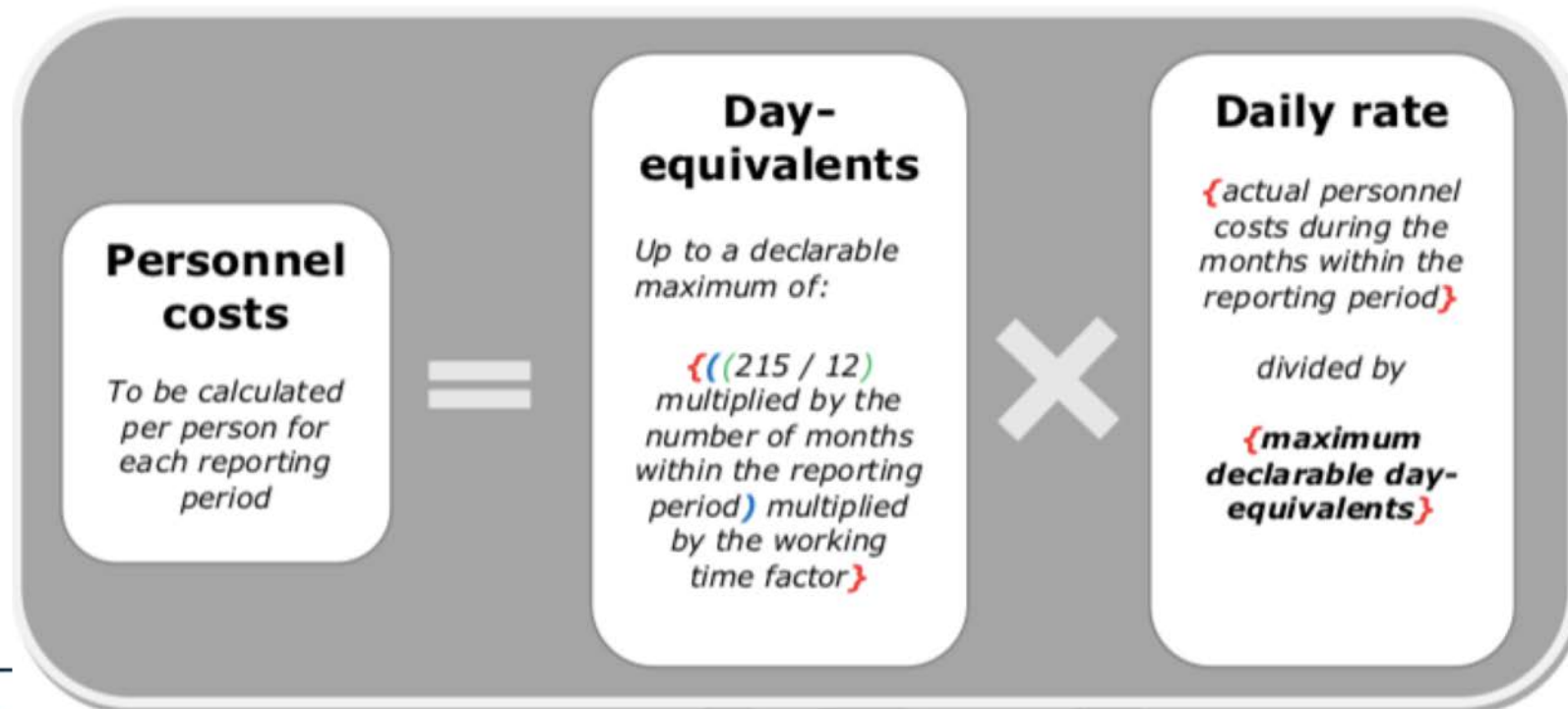


A. PERSONNEL COSTS

A1 Employees

A.3 Seconded personnel

Through time sheets or by completing the time sheet word template of the EC



For more information, please look at the annotated Grant Agreement for Horizon Europe p.49.

How to keep track of your costs incurred for Biodiversa+?



C. PURCHASE COSTS

C.1 Travel and subsistence

C.2 Equipment (**with depreciation costs**)

C.3 Other goods, works and services

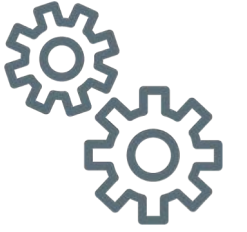


B. SUBCONTRACTING COSTS



Keep track of your invoices

⚠ Biodiversa+ will never check your time sheets / invoices. However, when reporting on your costs you have to ensure that you are reporting on your actual costs in case of an audit in the years to come.

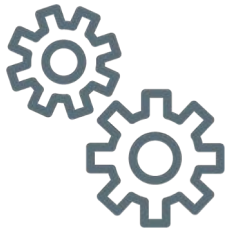


Involving third parties giving in-kind contribution to the action?

By Cécile Mandon, FRB, Biodiversa+ officer



Involvement of third parties giving in-kind contribution to the action → Where?



In WP2 activities

- ✓ To lead a Biodiversa+ task or pilot (on biodiversity monitoring) on behalf your organisation (WP2 task).
- ✓ To be an active contributor in a pilot on your behalf (task 2.6)
- ✓ To follow the Biodiversa+ biodiversity monitoring activities on your behalf (for example attend annual workshops with all partners in task 2.5)

At national level/ for your EC top-up:

- ✓ To valorise national biodiversity monitoring costs on the Biodiversa+ priorities (task 2.5 WP2-nat)
- ✓ To spend your EC top-up to reinforce your national biodiversity monitoring schemes or to create new ones on the Biodiversa+ priorities (task 2.5 WP2-nat)



Involvement of third parties giving in-kind contribution to the action → How?



WP2
Activities

National
level / EC
top-up

At the start of an activity (for example: 2nd installment preparation) send the names of your third party organisations to the Biodiversa+ operational team so that they can be added in the Grant Agreement

Ensure a smooth communication with your third parties and inform them about Horizon Europe rules.

Share their contact details with the operational team, if relevant.



It is **strongly recommended** to sign an agreement between the third party and Biodiversa+ Partner.

Recap of the roles of a Biodiversa+ partner and third parties giving in-kind contribution to the action



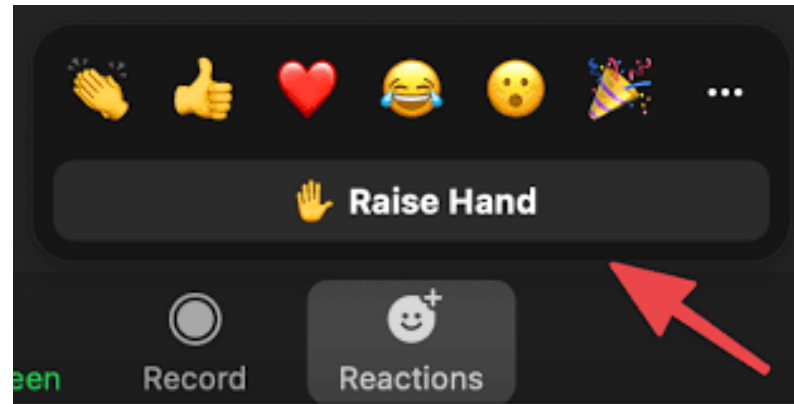
Role of a **Biodiversa+ partner**:

- Ensure that your third parties are properly identified in the Grant Agreement
- Ensure that your third parties are aware of Horizon Europe rules
- Ensure that your third party can be audited
- Transfer the information from Biodiversa+ to the third party (main contact point for Biodiversa+)
- Transfer the budget from Biodiversa+ to your third parties (if relevant)

Role of a **third party**:

- Implement the activities on behalf the Biodiversa+ partner (pay attention to your conflict of interests)
- Keep track of your time and other expenses you may have

Any questions?





Open panel “Experience sharing from Biodiversa+ partners & their third parties”

With:

- Laura Cherchi (BOZEN) and Andreas Hilpold (Eurac)
- Michael Moëns (VL O) and Veronique Adrianssens (INBO)
- Katri Päivärinta, MoE_FI



Ministry of the Environment, Finland & Finnish Environment Institute

- **MoE FI (Biodiversa+ Partner)**
 - Results-based management and supervision of the Finnish Environment Institute
- **Finnish Environment Institute (Biodiversa+ Third Party)**
 - Independent environmental research and development centre, about 700 employees, annual budget of 70 M€
- Both are accounting offices of the Finnish state, but independent
 - eligible third party costs = seconded personnel costs, also for in-kind contribution
 - MoE FI acquisitions from the Finnish Environment Institute: decision on procurement according to the national Act on Public Procurement + conditions according to the secondment concept note = secondment agreement
 - Compulsory employee time tracking & PM calculation according to the HE funding rules > must be ensured for reporting, but "safer" option than purchase costs
 - Financial reporting will be based on actual costs incurred > don't overestimate when valorizing in-kind contribution. Ask your financial planning officer for help before valorizing in-kind contribution
 - to be kept in mind: information on a person's (annual) salary is sensitive according to the GDPR





How Biodiversa+ could better support Biodiversa+ partners and their third parties?

Collaborative session



biodiversa+
European Biodiversity Partnership

EUROPEAN PARTNERSHIP



Co-funded by
the European Union

Thank you!



www.biodiversa.eu



contact@biodiversa.eu



BiodiversaPlus

