



May 11, 2015 (M16)

## **CONSOLIDATION from Administrative and financial Assistants' FEED-BACK**

Several reminder messages were necessary to receive answers from FEFI administrative and financial assistants (the 1<sup>st</sup> one was sent back on February 02, 2015 while the last one arrived on April 21, 2015).

### **Strong points**

1 - Three (out of 4) answers we got showed that project assistants worked closely with their FEFI national coordinators and gave contribution to the coordinating organization to issue the interim report at the end of November 2014 (*the 4<sup>th</sup> answer showed that for this partner the assistant and the national coordinator was the same person so the question was unfounded*).

2 - The main tasks achieved by FEFI project assistants are:

- ✎ To check expenses with receipts, slips, invoices...
- ✎ To control the eligibility of any expenses
- ✎ To organize the follow-up of FEFI budget
- ✎ To give feed-back to the coordinating organization at financial periodic deadlines
- ✎ To have frequent exchanges with FEFI national coordinators to get detailed and clear explanations
- ✎ To receive detailed and comprehensive information regarding budget allocation and financial deposits

3 - One project assistant received technical support from her Ministry of justice (*but lamented that this commitment has just been added to other normal tasks*).

### **Weak points**

1 - Only 4 administrative and financial assistants (out of 10) answered their specific questionnaire and national coordinators must have encouraged them to contribute to this evaluation.

2 - Few partners, when back from transnational meetings/study visits, organized working sessions with their teams to report on works and share opinions during national meetings. This is part of recommendations.

3 - FEFI budget is agreed for a two years period (starting November 01, 2013 and finishing October 31, 2015). This does not fit with normal accountancy in public administration and bring difficulties when it is necessary to split FEFI budget referring by years 2013-2014-2015 so to include it in the global annual budget of the organization from January 01 to December 31.

4 - Some FEFI assistants noticed that, even if they have good communication with their national coordinator, they were not sufficiently informed regarding the administrative and financial expectations.



### **Crossed recommendations**

1 - When an organization with legal entity joins as partner of an EU project, it has to be aware that the project's development needs to be considered as a part of the organization's involvement and that all staff must be more or less interested in. Partners must not forget that if the project's contact person leaves (for any reason), the organization (through its legal representative) stays involved in the partnership and tasks and duties still have to go on.

2 - To fulfill feed-back questionnaires is part of any project's evaluation process (and is included in EU grants); it's also the job of the coordinating organization with support from the project's national coordinators to encourage and remind administrative and financial assistants that they have to participate.

3 - It's important to report on works, share opinions, systematically in national meetings when back from transnational meetings so to disseminate and get involved more people from the organization.

4 - Funding requires information and clarity (right from the project's start) from the coordinating organization with project's partners so to prevent future difficulties. From the point of view of administrative and financial project's assistants, it is absolutely essential:

- ↗ To inform partners faster regarding the allocation of funds and their rules
- ↗ To prepare partners very efficiently regarding the justification and accountability of funds
- ↗ To create a reporting tool kit ready to use with an overview of all documents and deadlines and to communicate this toolkit right from the beginning of the project
- ↗ To bring sufficient time and attention during kick-off meeting to explain to partners their specific duties as well as answering their questions
- ↗ To give proper feed-back on outcomes (ie. Reporting, unauthorized expenses, type of proof,...)
- ↗ To give support to the implementers and secure project's follow-up.