

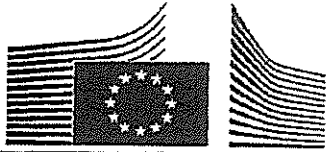
1. Budget for the Action¹

Costs	All Years				Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical	Per month			0	Per month			
1.1.2 Administrative/ support staff	Per month	44	1500	66,000.00 €	Per month	12	1500	18,000.00 €
1.2 Salaries (gross salaries including social security charges and other related costs)	Per month				Per month			
1.2.1 Chief Technical adviser	Per month	44	4500	198,000.00 €		12	4500	54,000.00 €
1.2.2 Technical assistant	Per month	44	3500	154,000.00 €		12	3500	42,000.00 €
1.3 Per diems for missions/travel including short mission costs								
1.3.1 Abroad (staff assigned to the Action) - Technical assistance and training		2279	1500	3,418,500.00 €	Per diem	280	1500	420,000.00 €
1.3.2 Local (staff assigned to the Action) - Technical assistance and training		71	1000	71,000.00 €	Per diem	18	1000	18,000.00 €
1.3.3 Seminar/conference participants	Per diem	480	150	72,000.00 €	Per diem	140	150	21,000.00 €
Subtotal Human Resources				3,979,500.00 €				573,000.00 €
2. Travel⁵								
2.1. International travel	Per flight	653	1500	980,000.00 €	Per flight	131	1500	196,500.00 €
2.2 Local transportation	Per month	140	500	70,000.00 €	Per month	25	500	12,500.00 €
Subtotal Travel				1,050,000.00 €				209,000.00 €
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles	Per vehicle			- €	Per vehicle			
3.2 Furniture, computer equipment				- €				
3.3 Machines, tools, Machines, tools to support legislation DB, plus equipment to support the unit manegment				422,500.00 €				150,000.00 €
3.4 Spare parts/equipment for machines, tools				- €				
3.5 Other related to training and seminarns (cell phone cards, fax, internet...)				1,319.91 €				659.96 €
Subtotal Equipment and supplies				423,819.91 €				150,659.96 €
4. Local office								
4.1 Vehicle costs (fuel, insurance, maintenance, rent-a-car)	Per month			68,560.09 €	Per month			15,000.00 €
4.2 Office rent	Per month			- €	Per month			
4.3 Consumables - office supplies	Per month			6,600.00 €	Per month			1,500.00 €
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			- €	Per month			
Subtotal Local office				75,160.09 €				16,500.00 €
5. Other costs, services⁸								
5.1 Publications ⁹								
5.2 Studies, research ⁹								
5.3 Expenditure verification/Audit								
5.4 Evaluation costs								
5.5 Translation, interpreters								
5.6 Financial services (bank guarantee costs etc.)								

Costs	All Years				Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
5.7 Costs of conferences/seminars/training ⁹ (catering, renting rooms, renting equipment, hand		100	9245.2	924,520.00 €		21	9245.2	194,149.20 €
5.8. Visibility actions ¹⁰				140,000.00 €				
Subtotal Other costs, services				1,064,520.00 €				194,149.20 €
6. Other								
6.1 Legispalop				493,000.00 €				247,000.00 €
6.2 Coordination system in portuguese (development platform, hosting comunicatins, portal management, etc)				340,000.00 €				60,000.00 €
Subtotal Other				833,000.00 €				307,000.00 €
7. Subtotal direct eligible costs of the Action (1-6)				7,426,000.00 €				1,450,309.16 €
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)				350,000.00 €				
9. Total eligible costs of the Action (7+ 8)				7,776,000.00 €				1,450,309.16 €
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				274,000.00 €				
11. Total eligible costs (9+10)				8,050,000.00 €				1,450,309.16 €
12. - Taxes ¹¹								
- Contributions in kind ¹²								
13. Total accepted¹¹ costs of the Action (11+12)				8,050,000.00 €				1,450,309.16 €

FED/2014/341-471 Supporting the consolidation of the rule of Law PALOP and Timor-Leste

Orçamento		
Fundos disponíveis	Orçamento Global	
	(€)	%
Contribuição CE	6,650,000	83%
Contribuição IPAD	1,400,000	17%
Total	8,050,000	100%



IDENTIFICAÇÃO FINANCEIRA

DECLARAÇÃO PRIVACIDADE

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_pt.pdf

DESIGNAÇÃO DA CONTA BANCÁRIA

DESIGNAÇÃO ①	C. Delegada - Cons. Est. Direito PALOP/TL		
ENDEREÇO	CAMÕES - INSTITUTO DA COOPERAÇÃO E DA LINGUA, I.P. AVENIDA DA LIBERDADE, 270		
LOCALIDADE	LISBOA	CÓDIGO POSTAL	1250-149
PAÍS	PORTUGAL		

① O nome ou o título com o qual a conta foi aberta e não o nome do titular da conta

CONTACTO	ANA PAULA LABORINHO (PRESIDENTE)		
TELEFONE	+ 351 213 109 104	FAX	+ 351 213 143 987
E-MAIL	anapaula.laborinho@camoes.mne.pt		

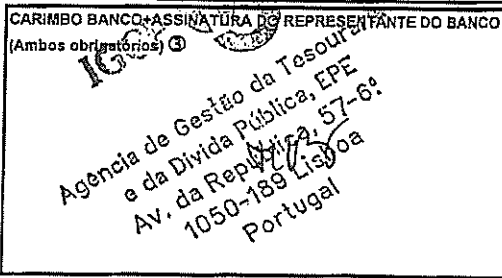
BANCO

NOME DO BANCO	IGCP - AGÊNCIA DE GESTÃO DE TESOURARIA E DA DÍVIDA PÚBLICA, E.P.E.		
ENDEREÇO (DA AGÊNCIA)	AVENIDA DA REPÚBLICA, 57, 6.º		
LOCALIDADE	LISBOA	CÓDIGO POSTAL	1050-189
PAÍS	PORTUGAL		
NÚMERO DE CONTA	1120014699		
IBAN ②	PT50078101120112001469984		

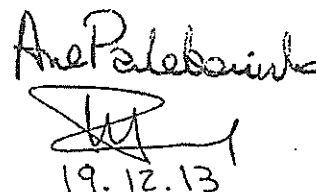
② Se o código IBAN (international bank account number) for utilizado no país onde o seu banco está estabelecido

OBSERVAÇÕES:

CARIMBO BANCO + ASSINATURA DO REPRESENTANTE DO BANCO
(Ambos obrigatórios) ③


IGCP
Agência de Gestão da Tesouraria
e da Dívida Pública, EPE
Av. da República, 57-6º
1050-189 Lisboa
Portugal

DATA + ASSINATURA DO TITULAR DA CONTA
(Obrigatório)


19.12.13

③ É preferível juntar uma cópia de um extracto de conta bancária recente. Nota: no extracto de conta bancária devem constar os dados requeridos supra sob as rubricas «DESIGNAÇÃO DA CONTA BANCÁRIA» e «BANCO»
Neste caso, não são necessários o carimbo do banco e a assinatura do seu representante. A assinatura do titular da conta é sempre obrigatória.

ANNEX V

Request for payment for indirect management delegation agreement

Date of the request for payment <.....>

For the attention of
<Address of the Contracting Authority>
<Financial unit indicated in the Agreement>¹

Reference number of the Agreement: ...

Title of the Agreement: ...

Name and address of the Organisation: ...

Request for payment number: ...

Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request payment of prefinancing/interim payment/balance² under the Agreement mentioned above.

The amount requested is [as indicated in Article 4(2) of the Special Conditions of the Agreement/the following: ...]³

Please find attached the following supporting documents:

- narrative and financial progress report (for prefinancing / interim payments)
- final narrative and financial report (for payment of the balance)⁴

The payment should be made to the following bank account:...⁵

Please when making the payment indicate the following communication: ...

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

<signature>

¹ If applicable, please do not forget to address a copy of this letter to the European Union Delegation mentioned in Article 5 of the Special Conditions of the Agreement.

² Delete the options which do not apply.

³ Delete the option which does not apply.

⁴ Delete the items which do not apply.

⁵ Indicate the account number shown on the identification form annexed to the Agreement. In the event of change of bank account, please complete and attach a new identification form as per model.

N.B.: Instalments of prefinancing, Interim payments and final payments are subject to the approval of the corresponding report (see Article 15(1) of the General Conditions of Agreement)



Annex VI

Communication and Visibility Plan

To be prepared during the inception phase and approved in the framework of the Steering Committee



Annex VII

Management Declaration

I, the undersigned, <insert forename and surname>, in my capacity as <insert function in the entrusted entity or person>, confirm that in relation to the Indirect Management Delegation Agreement <insert reference of the concrete Agreement>, (the “agreement”), based on my own judgement and on the information at my disposal, including, inter alia, the results of the audits and controls carried out, that:

1. The information submitted under Article 4 General Conditions of the Agreement for the financial year dd/mm/yyyy to dd/mm/yyyy is properly presented, complete and accurate;
2. The expenditure was used for its intended purpose as defined in Annex I the Agreement;
3. The control systems put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.
4. The Organisation performed the activities in compliance with the obligations laid down in the Agreement and applying the accounting, internal control, audit systems, and procedures for grants and procurement, including a review procedure,¹ referred to in Article 2.5 and 2.6 of the General Conditions and which have been positively assessed by the Commission in the ex-ante pillars assessment.

Furthermore, I confirm that I am not aware of any undisclosed matter which could harm the interests of the European Union.

*[However, the following reservations should be noted:]*².

<insert place and date>

.....

(signature)

<Insert forename and surname>

¹ Adapt if grants and/or procurement procedures is/are not the one(s) assessed by the Commission

² Option to be used in case of reservations.

