

Project no. 101051759

## **"Initiating activities to implement the European Social Partners Framework Agreement on Digitalisation" - EFAD project**

co-funded by the European Union and the National Commission of NSZZ "Solidarność,"

Karol Nosal – KK NSZZ „Solidarność”/Project Manager

## Design background

- The budget line of the European Commission SOCPL-2021-SOC-DIALOG under the measure "Support for social dialogue" according to the new rules, including financial ones, and with the use of new tools - Funding & Tender Portal (SEDIA) and SyGMA provided for the multi-year financing period 2021-2027.
- Application deadline: June 30, 2021; a project prepared 1.5 years ago, during the COVID-19 pandemic, before the outbreak of the Russian war in Ukraine, fuel and energy crisis and the resulting of high inflation.
- The process of project evaluation and preparation of the grant agreement took 13 months in total.
- Project duration: from 01/09/2022 to 31/08/2024 (24 months).

## The most important changes compared to previous years

- E - granting - an electronic form of submitting and signing an application preceded by the Partner validation procedure and assigning a PIC number (SEDIA and SyGMA).
- Ongoing reporting of project implementation progress - Continuous Reporting Tool.
- New financial rules and settlement of expenses - in particular regarding personnel costs and unit costs in relation to travel, accommodation and meals in accordance with the Decision of the European Commission C (2001) 35 dated on 12.01.2021.
- Full flexibility of budget expenses (between headings and Partners, but within unit costs). Exception: shifting from/to „unit costs” positions to the „real costs” positions needs amendment to the GA.

# Composition of the project consortium

The project consortium consists of 10 organizations from 5 countries.

The leader of the project is the National Commission of NSZZ "Solidarność,,

-beneficiaries (co -applicants ): CISL (Italy), BLOCUL (Romania), Lewiatan Confederation (Poland), Instrat Foundation (Poland),

-associated organizations: European Trade Union Confederation (ETUC), trade unions: LPS "Solidarumas" (Lithuania), KSS (North Macedonia) and employers' organizations - LDK (Lithuania) and OEM (North Macedonia).

## Project schedule - adjustment

- the need to adjust the schedule to the project implementation period,
- division of the project into 4 work packages (connected with time-sheets),
- 2 independent and parallel components: expert's (external and internal expert) and training's (Instrat and KK trainer),
- 2 most important products available to the public: a self-study training module and a comparative Report describing the case studies and National Action Plans on the right to disconnect.

## ACTIVITIES AND WORK PACKAGES

1. Work packages have to be connected with Timesheets
  
2. We have 4 Work Packages in the project:
  - a. WP1: Project Management and Coordination (M1-M24)
  - b. WP2: National Workshops & National Action Plans (M2-M22)
  - c. WP3: Trainings (M2-M21)
  - d. WP4: Dissemination (M17-M24)

## Project schedule - adjustment

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	twenty	21	22	23	24	Partners involved	
	Month / year	9'22	10'22	11	12	01'23	02	03	04	05	06'23	07	08	09	10	11	12'23	01'24	02	03	04	05	06	07	08'24		
WP 1	Project Management, Coordination, Administration	1 <sup>st</sup> working meeting	SG Gda / PL								SG Ita				SG Lit									SG War / PL	SG War / PL		NSZZ "S" with SG members (participation of all partners)
WP 2	National Workshops & National Action Plans (NAPs)			QE	QE						TW Ita			NW1 + WP	TW Lit		NW 2+ WP		NA Ps		RE P-1 ver.	REP ready	REP translate			All partners coordinated by external expert and "S"	
WP 3	Trainings									TM -1 ver.	TM		IT-4 PL (LT)	IT 1 PL (LT)		IT 2 RO		IT 3 Ita	IT-4 NM	IT 4 NM ITA		IT 5 PL / LT NM				All partners coordinated by Instrat and "S"	
WP 4	Dissemination																	PA 1					ES + PC	ES+ PC	PA 2	All partners coordinated by "S and Lewiatan	

## Project schedule - adjustment

Description of abbreviations used in the schedule:

SG = Steering Group meeting; QE = Questionnaires, CSS = case study summary, TW = Transnational Workshop (connected with SG meeting), NW = National Workshop, NAPs = National Action Plans, REP = Final Report, TM = Training materials, IT = International Training, WP = Working Papers; ES = Experts' Seminar; PA = Project Article, PC = Promotional Campaign



## Project schedule - next steps

1. Preparation of Questionnaires 1 (11'22) and 2 (12'22);
2. Appoint National Legal Experts (NLEs) to work with Questionnaires (since 11'22 – 04'23);
3. Preparing of Case Studies Summary (CSS) by NLEs and sending it to the external expert – dr Jan Czarzasty (05'2023);
4. Preparing of training module (1st ver. -05'23, final ver. – 06'23) – Instrat Foundation
5. Organization of the 2nd Steering Group meeting connected with Transnational Workshop in Italy -CISL – 06'2023 (fix the date and place) – – **confirmed: 15-16.06 (arrival 14.06)-Florence/Italy**

## EC kick-off meeting for beneficiaries – 4.10.2022 – conclusions

1. All communication and reporting through the eGrant system.
2. Continuous reporting tool - Part A - from the 1st day of the project, filled in on the regular basis in accordance with the project implementation progress schedule - i.e. lists of attendance, results, products, etc. Part B - technical report after 12 and 24 months.
3. Two reporting periods: 1st after 12 months (10'23) and 2nd after 24 months of the project (09'24).

## EC kick-off meeting for beneficiaries – 4.10.2022 – conclusions

4. Individual financial statement: the appropriate tile for periodic reporting will be made available after 12 months and EVERY beneficiary will have to enter the expenses himself and sign own report using the UE Login by FSIGN (Financial Signatory).

5. Expenses in accordance with Grant Agreement and National Law - Proper accounting and audit path must be ensured for a period of 5 years from the balance payment.

## Financial details (for co-applicants / beneficiaires):

### I. Staff costs:

1. Calculation: Annual salaries + social charges + taxes and other costs / 215 days x number of actual days worked for the project.

Max. 215 days per year / 12 months = 19.92 working days / month.

2. It is necessary to prepare project staff timesheets (according to the template developed by the EC) in conjunction with the specification of which work package relates (WP1-WP4).

The appropriate template will be sent to the beneficiaries shortly with the EC presentation to be filled in and uploaded as deliverable in the F&T Portal of GMS at the due date foreseen in this system.

4. More information about project staff salary calculation please find in AGA (Annotation Grant Agreement) - point 6.2

## II. Travel, subsistence and accommodation costs = unit costs

Travel, subsistence and accommodation costs = unit costs and will be covered according to the rules set out in our Grant Agreement -art. 6 and EC decision C(2021) 35 final dated on 12.1.2021 authorising the use of unit costs for travel, accommodation and subsistence costs within an action or work programme under the 2021-2027 multi-annual financial framework.

## II. Travel, subsistence and accommodation costs = unit costs

2. For travel: unit costs are calculated according to distance which should be measured using the rail or flight calculator. You can find it under below link.

[https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs\\_en](https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/calculate-unit-costs-eligible-travel-costs_en)

- According to the information placed under this link these are costs for **RETURN TRIP.**
- According to the EC representative this Decision will be revised in 2023 in order to bring them in line with actual expenses but it could be too late for our project. Until then, we must comply with the Travel policy that I have already sent.

## II. Travel, subsistence and accommodation costs = unit costs

3. For accommodation and subsistence we have to use unit costs in accordance with the tables in the Decision C(2021) 35.

- Exception: only if the country concerned is not mentioned in this Decision the actual (real) costs can be used i.e. North Macedonia for travel BUT not for accommodation and subsistence.
- For individual participants nothing changed according to our travel policy: travel costs will be refunded on the basis of actual (real) costs and supporting documents i.e. tickets, boarding cards, invoices etc. but the ticket price has to be consulted before purchase in case the ticket price is above unit costs and we always have to search the cheapest way of travelling.
- It is the beneficiary who calculates the unit costs and reports them to the EC in an interim and final financial report.

## Currency for financial statements and conversion into euros

1. The financial statements must be drafted in euro.
2. Beneficiaries with general accounts established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union* (ECB website), calculated over the corresponding reporting period.
  - Link:  
[https://www.ecb.europa.eu/stats/policy\\_and\\_exchange\\_rates/euro\\_reference\\_exchange\\_rates/html/eurofxref-graph-pln.en.html](https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/eurofxref-graph-pln.en.html)
3. Beneficiaries with general accounts in euro must convert costs incurred in another currency into euro according to their usual accounting practices.



## Interim and Final Financial Reports

1. More information will be provided during the 2<sup>nd</sup> SG meeting when will be closer to the 1<sup>st</sup> reporting period (preparation of the interim reports will be in October 2023).
2. Will be individual and consolidated financial statements signing directly in the Portal Periodic Reporting tool by PFSIGN of each beneficiary (only LEAR or Account Administrator can assign FSIGN and PFSIGN).
3. You can check more about it in the GA under article 21 and 22.

## Participant Register/PIC number – remarks from kick-off meeting

You should regularly update the data on the Funding & Tender portal (Participant register) for a given organization with a PIC number, i.e. authorities changes as well as LSIGN and FSIGN, change of registered office address, changes in court registers and update the financial statements of your organizations during the project.

Only after submitting changes to the Central Validation System (CVS), we can apply for an amendment to the grant agreement.

Information about project staff changes should be reported to the Leader with the justification of this change, the name of new person and his/her CV if replaced person was named as crucial Staff member at the stage of project preparation. According to the Partnership Agreement in case of staff member replacement it should be a person of the same or higher qualifications.

## Communication procedures within project

### For SG members:

- Direct meeting through: 4 SG meetings (10'22; 06'23; 10'23; 06'24)
- Electronic through: E-mail communication and ZOOM platform;
- Telephone;

### For NLEs:

According to the procedures and timeline set by external expert:

- E-mail and phone communication with dr Jan Czarzasty (external expert) when collecting case studies;
- Direct meetings through: 2 Transnational Workshops (06'23 in Italy and 10'23 in Lithuania);

## ACTIVITIES AND WORK PACKAGES - DETAILS

1. Work packages have to be connected with Timesheets
  
2. We have 4 Work Packages in the project:
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  - d. WP4: Dissemination (M17-M24)

## ACTIVITIES AND WORK PACKAGE 1

- Objectives: ongoing monitoring and evaluation, Steering Group meetings, coordination, financial management, progress reports
- Activities:
  1. 1st working meeting – 15.09.2022
  2. 1st SG Meeting in Gdansk – 11/12.10.2022 - (1,5-days;max.20 part.)
  3. 2nd SG Meeting in Italy - 06'2023 - (1,5-days;max.20 part.)
  4. 3rd SG Meeting in Lithuania – 10'2023 - (1,5-days;max.20 part.)
  5. 4th SG Meeting in Warsaw – 06'2024 - (1,5-days;max.20 part.)
  6. 5 post trainings evaluation meetings – after each training
  7. Closing-up internal meeting – 08'2024

## ACTIVITIES AND WORK PACKAGE 2

- Objectives: To develop National Action Plans and Final Report
- Activities:
  1. Desk research in 5 countries
  2. Questionnaires 1 and 2: 11/12'2022
  3. Case study collecting by NLE: 12'2022-04'2023
  4. Case study summary by NLE (CSS): 05'2023
  5. 1st Transnational Workshop in Italy: 06'2023 (con. with 2nd SG)
  6. 1st National Workshops in partners' countries: 06-09'2023
  7. 2nd Transnational Workshop in Lithuania: 10'2023 (con. with 3rd SG)
  8. 2nd National Workshops in partners' countries: 11-12'2023
  9. National Action Plans (NAPs) on R2D- final versions: 02'2024
  10. Final Report (REP): 06'2024

## ACTIVITIES AND WORK PACKAGE 3

- Objectives: to develop and translate Training Materials into the partners' languages, conduct 5 International Trainings to increase social partners' leaders knowledge on European Framework Agreement on Digitalisation.
- Activities:
  - a.Training materials development: 10'2022 – 05'2023
  - b.Training materials translation and printing: 06'-08'2023

## ACTIVITIES AND WORK PACKAGE 3

- Activities:

5 international trainings conducted on the basis of the training module developed in the project, in accordance with the agenda prepared by Instrat Foundation- 2.5 days, 20 participants +2 trainers +2 persons from project staff, simultaneous interpreting, conducting in Polish by 1 trainer from Instrat and 1 trainer from TU „Solidarność”.

a. 1st training – 09’2023 – Poland – 16 from PL + 4 from Lithuania

b. 2nd training –11’2023 – Romania – 14 from Romania + 6 from PL

c. 3rd training – 01’2024 – Poland – 16 from PL + 4 from Lithuania

d. 4th training – 03’2024 – Italy – 14 from Italy + 6 from PL

e. 5th training – 05’2024 – N. Macedonia – 14 from N. Macedonia + 6 from PL



## ACTIVITIES AND WORK PACKAGE 4

- Objectives: to promote and disseminate project results through project Partners' members and other stakeholders from whole EU
- Activities:
  1. Press article no.1: 01'2024 and press article no.2: 07'2024
  2. Experts' Seminar: 06'2024 – 1-day in Warsaw, a hybrid form to promote and disseminate experts network results, content of final Report and recommendations contained therein (con. with 4th SG meeting)
  3. Promotional Campaign: 06-08'2024 - in social media and on partners' websites:
    - 1 animated movie,
    - 2 press articles translated into the partners' languages,
    - information promoting the project and results on partners' websites.

## Dissemination

Project subpage:

<https://www.solidarnosc.org.pl/szkolenia/wspolpraca-zagraniczna/programy-europejskie/realizacji/item/21709-cyfryzacja-rynku-pracy-projekt-efad>

Please inform about project implementation on your own website.

# THANK YOU FOR YOUR ATTENTION

Karol Nosal - Project Manager

[k.nosal@solidarnosc.org.pl](mailto:k.nosal@solidarnosc.org.pl)