



BTSF Meeting on Operational Guideline

INVOICING

Luxembourg 19 March 2014

Consumers, Health and Food Executive Agency

AGENDA

- INVOICING for 2013 contracts
- INVOICING and REPORTING for 2012 contracts (with WPs)

INVOICING for 2013 contracts

Within 30 working days / PRE-FINANCING PAYMENT

Request for the pre - financing payment of 10% of the amount referred in Article I.3.1a of the contract:

- a request for payment,
- an invoice (**contract n°**),
- a bank guarantee if requested.

The payment will be proceeded within 30 days.



INVOICING for 2013 contracts

Within 60 working days / FIRST INTERIM PAYMENT

Request for the First Interim payment of 20% of the amount referred in Article I.3.1a of the contract:

- a first interim report,
- a request for payment,
- an invoice,
- a statement of reimbursable expenses (travel and subsistence allowances) for the meetings (if any) between the Contractor's staff and CHAFEA/Commission for the reported period.

The payment (20% + reimbursables) will be proceeded within 60 days.



INVOICING for 2013 contracts

Within 12 months / SECOND INTERIM PAYMENT

Request for the Second Interim payment of 20% of the amount referred in Article I.3.1a of the contract:

- a second interim report,
- a request for payment,
- an invoice,
- **a statement on the number of participants** (> 40 % / database / signed lists),
- a statement of reimbursable expenses (travel and subsistence allowances) for the meetings (if any) between the Contractor's staff and CHAFEA/Commission for the reported period.

The payment (20% + reimbursables) will be proceeded within 60 days.



INVOICING for 2013 contracts

Within 17-18 months / THIRD INTERIM PAYMENT

Request for the Third Interim payment of 20% of the amount referred in Article I.3.1a of the contract:

- a request for payment,
- an invoice,
- **a statement on the number of participants** (> 70 % / database / signed lists),
- a statement of reimbursable expenses (travel and subsistence allowances) for the meetings (if any) between the Contractor's staff and CHAFEA/Commission for the reported period.

The payment (20% + reimbursables) will be proceeded within 60 days.



INVOICING for 2013 contracts

Within 24 months / PAYMENT OF THE BALANCE

Request for the payment of the balance (maximum 30 % of the amount referred in Article I.3.1a of the contract):

- a final report,
- a request for payment,
- an invoice,
- **a statement on the number of participants** (final ≥ 95 % / database / signed lists),
- a statement of reimbursable expenses (travel and subsistence allowances) for the meetings (if any) between the Contractor's staff and CHAFEA/Commission for the reported period,
- **an audit certificate.**

The payment (maximum 30% + reimbursables) will be proceeded within 60 days.



INVOICING for 2013 contracts

CONTINGENCY BUDGET / PARTIAL OR WHOLE PAYMENT

Request for the payment of the amount not exceeding the amount indicated in the request for adaptation and calculated in line with the financial offer:

- an additional report,
- a request for payment,
- an invoice not exceeding the amount indicated in the request for adaptation.

The payment will be proceeded within 60 days.



INVOICING for 2013 contracts

SECOND PHASE OF THE SERVICE CONTRACTS

- The terms of payment, in case the contracting authority decides to initiate the second phase of the contract implementation, **will be identical** to the one of the first phase.
- Starting point for the submission of the request for the pre-financing and the following payments of the second phase will be the **date of the notification from CHAFEA to the Contractor announcing the decision for the initiation of the second phase.**
- The rest of the provisions pertaining to payments (general terms for the payments, deadlines, reporting) **will be identical** to those of the first phase of implementation.

INVOICING for 2013 contracts

GENERAL TERMS FOR THE PAYMENTS UNDER BOTH PHASES

Service price: unless otherwise requested, at the time of the first, second and third interim payment and the payment of the balance, the **Contractor does not have to submit to CHAFEA all the receipts and flight tickets, hotel invoices and the other supporting documents for the provision of the service** (except for the lists of presence).

- The **Contractor shall keep all these supporting documents for 5 years after the payment of the balance**, as indicated in Article II.20 (for contracts signed in 2012)/ Article II.18 (for contracts signed in 2013) of the contract.

INVOICING for 2013 contracts

GENERAL TERMS FOR THE PAYMENTS UNDER BOTH PHASES

Travel and subsistence expenses for the Contractor and his staff to meet the representatives of the Commission and CHAFEA.

- These costs will be reimbursed based on the presentation of supporting documents in accordance with Article II.18 (for contracts signed in 2012)/Article II.16 (for contracts signed in 2013)of the contract.

INVOICING for 2013 contracts

GENERAL TERMS FOR THE PAYMENTS UNDER BOTH PHASES

For the pre-financing, the first, second, third interim payments and the balance payment mentioned, the amount indicated in Article I.3.1.a of the contract (first phase) shall mean the amount **without** the 2% contingency budget.



European
Commission

THANK YOU

INVOICING for 2012 contracts (with WPs)

TERMS OF PAYMENT ARE THE SAME AS FOR THE 2013 CONTRACTS

- For the pre-financing, the first, second, third interim payments and the balance payment mentioned, the amount indicated in Article I.3.1.b of the contract (second phase) shall mean the amount **without** the 2% contingency budget.

INVOICING for 2012 contracts (with WPs)

SECOND PHASE OF THE CONTRACT

The initiation of the second phase is subject to:

- EU budget availability,
- persistence of the training need,
- positive analysis and approval of the **final technical report** that needs to be submitted by the Contractor to the contracting authority at the end of the first phase.

INVOICING for 2012 contracts (with WPs)

SECOND PHASE OF THE CONTRACT

REPORTING

The draft Final Technical Report (first phase) must be submitted to the Executive Agency not later than 23 months after the signature of the contract

The reports to be submitted during the **(possible) second phase** of implementation will be identical to those of the first phase.

INVOICING for 2012 contracts (with WPs)

SECOND PHASE OF THE CONTRACT

REPORTING

The starting date for the calculation of the deadline for submission of the due reports and the rest of the deliverables under the second phase of the implementation of the service contract **will be the date of the notification from CHAFEA to the Contractor** for the decision on initiation of the second phase (instead of the date of the contract signature that will be valid for the first phase of implementation).

INVOICING for 2012 contracts (with WPs)

SECOND PHASE OF THE CONTRACT

INVOICING

Starting point for the submission of the request for the pre-financing and the following payments of the second phase will be the **date of the notification from CHAFEA to the Contractor announcing the decision for the initiation of the second phase.**

Deadline: 19/12/2014



European
Commission

THANK YOU