

## Ground Rules for the Live Webinar



Click on “Connect audio” to hear the presenters, but please note that your microphone is automatically muted.



Please make sure to switch off your camera.



Submit your questions in writing by going to [Slido.com](https://www.slido.com) and using the hashtag #CEFTelecom. We will answer the questions live after the presentations.



Please note that this webinar is being recorded. The recording will be made available on the HADEA website at a later date and you will receive an email informing you of the relevant link and **providing you a copy of this presentation.**



# CEF Telecom Grant Agreement implementation webinar

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*14/10/2021*



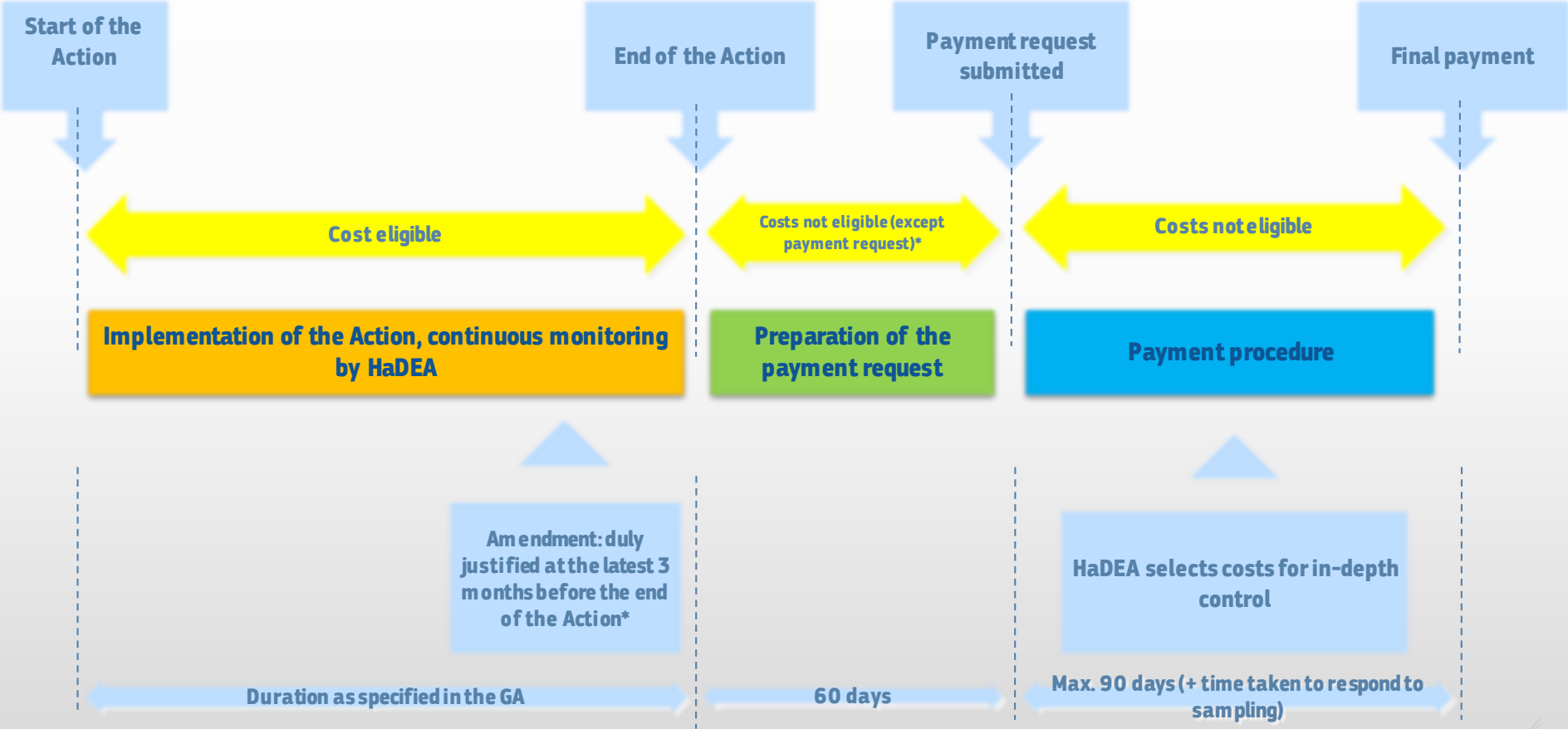
## HaDEA=Health and Digital Executive Agency

- Since 1<sup>st</sup> of April 2021, the unit dealing with CEF Telecom Actions is transferred to HaDEA, the newly created Executive Agency.
- Vision of HaDEA: Boosting Europe by building, from earth to space, a healthy society, a digital economy and a competitive industry.
- No changes in the project management of your Action.
- Please note that once the Beneficiaries' Info Point page is migrated to HaDEA's website you will be informed by email.
- New email address to reach us: [HADEA-CEF-ICT@ec.europa.eu](mailto:HADEA-CEF-ICT@ec.europa.eu)

# Contents

1. Reporting and HADEA follow up
2. Changes to the grant agreements: amendments, budget transfers, suspension and termination
3. Final reporting and payment request
4. Costs eligibility: personnel costs, procurement/subcontracting, VAT eligibility
5. Communication and visibility of EU funding

# Overview of the Implementation and the Payment process



# Part 1: Reporting and HADEA follow up

# Reporting

- One single reporting period for most of the Actions: from the starting date to the completion of the Action
- Monitoring of the Action by HADEA based on the activities/milestones (organisation of eMeetings)
- Coordinator/beneficiary to provide information to HADEA on the progress/completion of the activities/milestones on a regular basis (at least every 3-6 months)
- Once milestone is achieved, inform HADEA (when relevant provide means of verification of the milestone). In case of delays, inform and discuss impact on the Action with HADEA.
- No specific template to report the progress. Ask your PO/PM.

# DSI validation

- Each DSI has defined a validation approach, which checks whether the implementation covered by the grant complies with the key requirements of the DSI
- This validation is included in your GA as one or more validation milestones
- Successful completion of the validation milestone(s) is a precondition for submission of the request for payment
- Means of verification must be provided to HADEA (for example confirmation email from relevant EC services and/or provision of the test/validation report)



# Example: eID DSI validation

- **Connection of e-services to the eIDAS node:**
  - Remote demonstration showing the cross-border authentication to the e-services covered by the Action (preferably with the notified eID schemes & done in production). HADEA and DG CNECT participate
  - Links to all e-services provided to HADEA;
  - Screenshots demonstrating the cross-border authentication provided to HADEA, prepared ahead or after the remote meeting, done in production environment and with the use of notified eID schemes;
  - eID DSI Owner provides the acceptance to HADEA.

## Part 2: Changes to the grant agreements: amendments, budget transfers, suspension and termination

# Changes to the grant agreement

Please keep HADEA informed of any changes affecting your Action (don't wait until the end of the Action – it might be too late). HADEA will advise you how to treat your specific case.

Circumstances that may require modification of the GA:

- **Amendment** (most frequent), depending on the type of change:
  - Formal Amendment (i.e. change of scope, duration, addition/removal of beneficiaries)
  - Amendment Letter (i.e. change of the bank account, **modification of implementing body/affiliated entity**, change of coordinator/beneficiaries' details)
  - Acknowledgment of receipt by the Agency (i.e. change of the contact person, some budget transfers)
- **Suspension** **II.15 of the model GA**
- Termination **II.16 of the model GA**

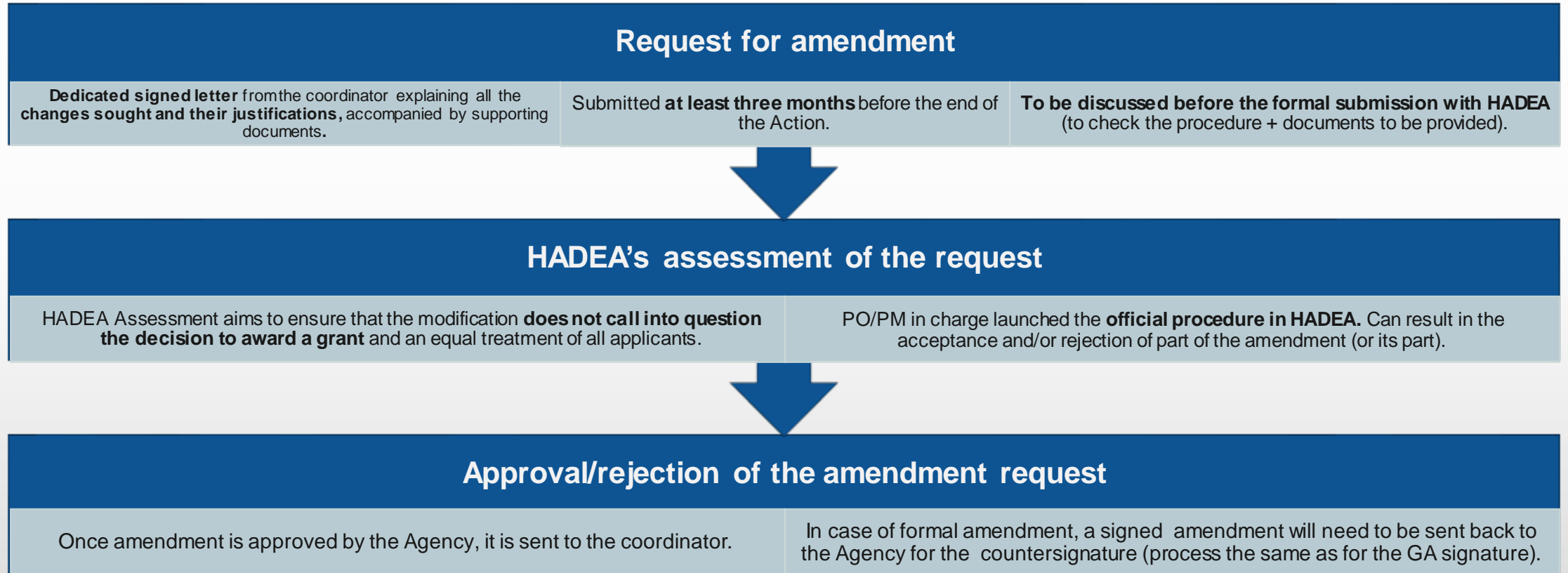
# AMENDMENT



GA II.12

- Shall not have the purpose or the effect of making changes which would call into question the award of the grant. They shall not result in unequal treatment of applicants.
- Amendments should be an exception. Will only be accepted in **duly justified and substantiated** cases.
- Request for Amendments must be submitted in a dedicated letter signed by the authorised representative at the latest **3 months** before the action completion date.

# Processing of the amendment requests



# Budget transfers



**GA II.22**

- Adjustments **between budget categories and activities** of each beneficiary and between beneficiaries are allowed without this being considered an amendment if they do not effect the scope of the Action.
- However, beneficiaries may not add costs relating to **subcontracting** not provided for in Annex I, unless such additional subcontracts are approved by the Agency in accordance with Article II.10 GA.

# Suspension

The GA may be suspended by:

- **Coordinator:** if exceptional circumstances (e.g. force majeure) make such implementation impossible or excessively difficult.
- **Agency:** in case of breach of contractual obligations; following an evaluation of the progress of the project, in particular in the event of major delays in the implementation of the action; cases of errors, irregularities or fraud.
- **Effects of the suspension:**
  - Resumption of the implementation - an amendment to the Agreement needs to be made in accordance with Article II.12.
  - Costs incurred during the suspension of the Action will not be covered by the grant or reimbursed.
  - Termination of the grant agreement.

# Termination

The GA may be terminated by:

- **Coordinator** (termination of the whole Action or the participation of one or more beneficiaries)
  - Formal letter to be submitted to HADEA including reasons, and specifying the date of effect.
  - If applicable, opinion of the other beneficiaries should be provided.
- **Agency** (implementation not in line with Annex I, breach of substantial contract obligations, change of situation of the beneficiary, changes to the action calling into question the decision to award the grant, errors, fraud, irregularities).
  - Agency will formally notify the coordinator of its intention to terminate the Action.
  - The coordinator will be invited to submit observations within 45 days and for cases of breach of contract obligations, to indicate the measures taken to ensure that the obligations under the GA are fulfilled
- **Effects of the termination:**
  - Coordinator to submit payment request within 60 days from the date the termination takes effect.
  - Payments: limited to the actual level of implementation of the Action on the date when the termination takes effect.
  - If no request for payment is submitted, no reimbursement of costs.
  - Improper termination: the Agency may reduce the grant or recover the amounts unduly paid in proportion to failings in question



# Part 3: Final reporting and payment request

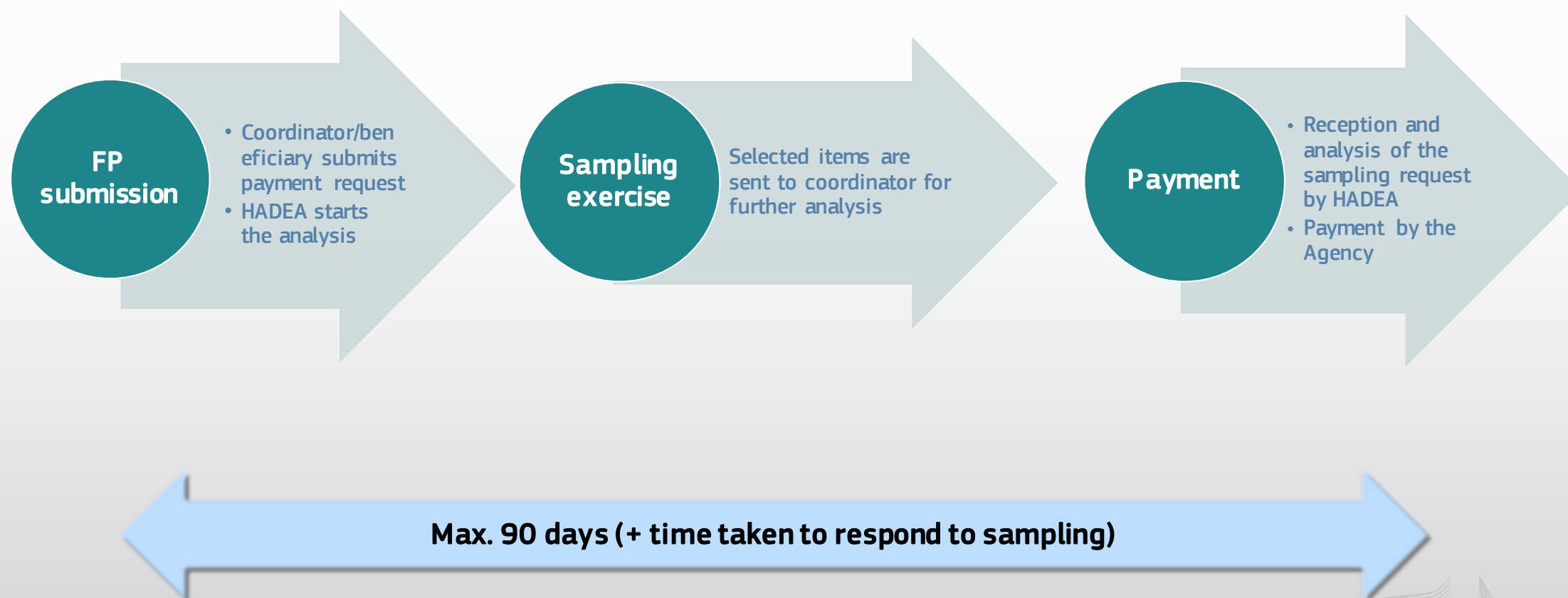
# Request for payment



**GA 4.1.2, 4.1.3 and  
II.23, II.24, II.25**

- Complete FP request:
  - **Final Technical Report**
  - **Financial Statements** (Individual Financial Statement prepared by each beneficiary + **signed** Consolidated Financial Statement prepared by the coordinator)
  - **Certificate on the Financial Statement - CFS** (if applicable)
- **All up-to-date templates are available on [Beneficiaries Info Point](#)**
- Request for payment of the balance submitted within 60 days following completion date of the action.
- It is advisable to send draft documents to HADEA PO/PM in charge of your Action for review before the formal submission.

# Payment process



# Tips for the Final Technical Report



**GA II.23, and II.25**

- provide sufficient details on the overall completion, including per activity level
- report partial completion of tasks or activities and provide justification
- calculate the technical completion rate (%) on the actual completion date or at the latest by the date of the submission of the final report (explain the methodology used to calculate the completion rate)
- report any deviation related to cost, implementation, scope should be described under section 2.4
- provide all measures taken to publicize the Action's result and provide links when applicable (section 3)
- explain compliance with EU laws and rules (section 5)
- report on the compliance of the implementation with the DSI (section 6)

## **More information:**

- [Final report drafting guidance](#)
- [Information note on poor, partial or late implementation](#)

# Final Technical Report (section 2.2)

## Example

Activity 1	Title <sup>3</sup>	Planned Start/End date <sup>3</sup>		Actual Start/End date		Completion
		Based on GA (taking into account any amendments)		Reality		Completion rate to be indicated (justifications for the completion rate under section 2.4)
	Capacity building	01/01/2019	31/05/2019	15/01/2019	31/06/2019	90%
Milestone no	Title <sup>3</sup>	Planned date <sup>3</sup>		Actual date		Reached (Y/N)
1	5 workshops to be organized	31/05/2019		31/05/2019		Y (but partially)
2	Trainings delivered to 10 competent authorities	31/05/2019		10/06/2019		Y

Lower completion rate is a result of the lower number of workshops organised (milestone 1) which affects the implementation of the Action (for example one workshop for a key constituency was not organised because the beneficiary was late with the Action and therefore it is not justified).

# Final Technical Report (section 2.3 & 4)



**2.3. Description of the implementation of the Action, including the actual status at the end of the Action and possible deviations from the planned activities, and, if applicable, compliance with any relevant specific provisions as indicated in the Annex I of the GA**

- Describe the overall implementation of the Action per Activity. Specify if all tasks and milestones are completed.
- For each Activity state clearly whether the Activity was implemented as foreseen in the GA or some deviations occurred compared to the original scope (reflected or not in the amendments). Were they resolved? How?

**2.4. Conclusions on results of the Action, including the impact of the possible deviation on 1) the objectives of the action, 2) the completion of the planned activities and 3) the cost-breakdown**

- Provide your assessment on the conclusion of the Action, including on the achievement of the objectives.
- If deviations occurred, was it still possible to deliver the Action as foreseen despite the deviations or they have affected the implementation and the outcomes? If yes, how? Justify and indicate the impact on the completion rate of the Activity. If completion rate is affected, please provide information on the methodology used.
- Remember that completion rate is assessed on the Activity level (completion rate of the Action is calculated based on the completion rate of each activity).
- Explain the cost-breakdown of the Action: transfers of budget between activities and/or beneficiaries. Substantial over and underspending.

# Final Technical Report (section 3)

## 3. VISIBILITY OF UNION FUNDING

What measures have been taken to publicize the Action, including EU funding (GA II.7.1)?

- Explain what the measures have been taken to publicize the Action: online and/or offline;
- Provide links to the websites where information on the Action is included;
- List all events during which the Action was presented;
- Explain if the EU logo was used , please include pictures and/or screenshots;
- If promotional materials were purchased, please include their picture.
- Please note that CEF visibility guidelines need to be followed. They are available on INEA CEF TELECOM Beneficiaries Info Point: <https://ec.europa.eu/inea/connecting-europe-facility/cef-energy/beneficiaries-info-point/publicity-guidelines-logos>

# Final Technical Report (section 5)

## 5. COMPLIANCE WITH EU LEGISLATION

Where relevant, provide information on the compliance with EU legislation regarding other matters (notably public procurement, competition, regulatory matters, etc...).

- Provide information on the compliance of the Action with EU legislation e.g. public procurement directives, regulations or directives related to the specific DSI etc...
- Please explain how the Action complies with the specific EU legislation



# Final Technical Report (section 6)

## 6. COMPLIANCE WITH CORE PLATFORM AND POLICY OBJECTIVES

Information on the compliance with the core service, including conformity with relevant technical specifications and alignment with the policy objectives of the Digital Service Infrastructure (as specified in the relevant CEF Telecom Work Programme).

- Report on the compliance of the implementation with the DSI
- Use this space to provide feedback to the DSI, by specifying:
  - o How the Action contributed to the national/European implementation of the DSI (and/or relevant policy area)?
  - o What worked well? What could be improved?
  - o Do you have any suggestions on the improvement of the CEF support for the DSI?

# Tips for the Financial Statements

**Individual Financial Statement:** to complete with all costs incurred

**Consolidated Financial Statement:** aggregates the costs incurred by all beneficiaries

- All costs claimed need to be **sufficiently described** to allow the Agency to understand the nature of the costs and its link to the Action
- **No need to provide other supporting documents** (i.e. invoices) with the request for payment
- Some **supporting documents will be requested with the sampling** (i.e. invoices, procurement documentation, declaration of personnel costs)
- All costs to be **recorded in the appropriate accounting system**
- If general accounts in **currency other than the EUR**, please follow the [guideline on the currency conversion](#)
- **Checks/ Audits possible** during the GA duration and until 5 years after the balance payment [3 years in case of grant lower than EUR 60,000]

# Example: individual financial statement (cost description)

2. Details of the declared costs incurred by each beneficiary (article II.23.2)											
Action Number :					2018-TR-IA-0555						
Beneficiary's Legal Name :					Company X						
Indicate the currency of the general accounts used by the beneficiary (art. II.23.4) :					EUR		/EUR				
					1,00000						
Total direct costs claimed for all activities in EUR (including only eligible VAT) :										107.299,00	
Activity N° (according to the cost breakdown of the grant agreement)	Cost Category	Name of Beneficiary / Implementing Body / Affiliated Entity	Type of procurement contract (services/supplies/works/not applicable)	Description of the costs	Supplier	Date of invoice	Unique Accounting number	Internal reference of the procurement contract	Amount excluding VAT (in the currency of the general accounts)	Amount of eligible VAT (in the currency of the general accounts)	Amount in EUR (including eligible VAT)
1	Personnel costs	Company X	not applicable	Personnel costs: George Clooney (developer) - 235 hours (developer), Brad Pitt (tester) - 120 hours; Jennifer Lawrence (business analyst) - 80 hours.	Internal staff				45.000,00		45.000,00
2	Other costs	Company X	services	Consortium meeting on 12/12/2018 (Paris): transport (by plane round trip from Athens to Paris) and accommodation for 3 persons (George Clooney, Brad Pitt and Jennifer Lawrence) for 2 nights.	Travel Office				1.900,00	399,00	2.299,00
3	Subcontracting	Company X	services	Subcontracting for security testing of the infrastructure setup and related to task 3.4	Test Secur	12-12-2018	854952467	XP-38-EC	60.000,00		60.000,00
											0,00

Provide Comprehensive description of the costs!

# Certificate on the Financial Statement (CFS)



**GA II.23.2 (e)**

- CFS to be submitted for each beneficiary (each affiliated entity and each implementing body), if:
  - (i) the amount of payments the beneficiary requests as reimbursement of actual costs as referred to in Article 3(a)(i) is EUR 325 000 or more;
  - (ii) the maximum grant amount indicated for that beneficiary, its affiliated entities and implementing bodies in the estimated budget as reimbursement of actual costs is EUR 750 000 or more.
- The following documents need to be submitted:
  - **Agreement between the beneficiary and the auditor: Terms of Reference** for an Independent Report of Factual Findings on costs declared under a GA financed under the CEF:
  - **Report by the auditor:** Independent Report of Factual Findings on costs declared under the CEF, together with the table for each cost category and defined in section A-F of the table. Including Annexes:
    - Annex 1: Implementation contracts list
    - Annex 2: CFS sample transactions
- Templates to be found in [Beneficiaries' Info Point](#).

# Part 4: Eligibility of costs

# Types and categories of costs



GA 3(a)(iv) & II.19

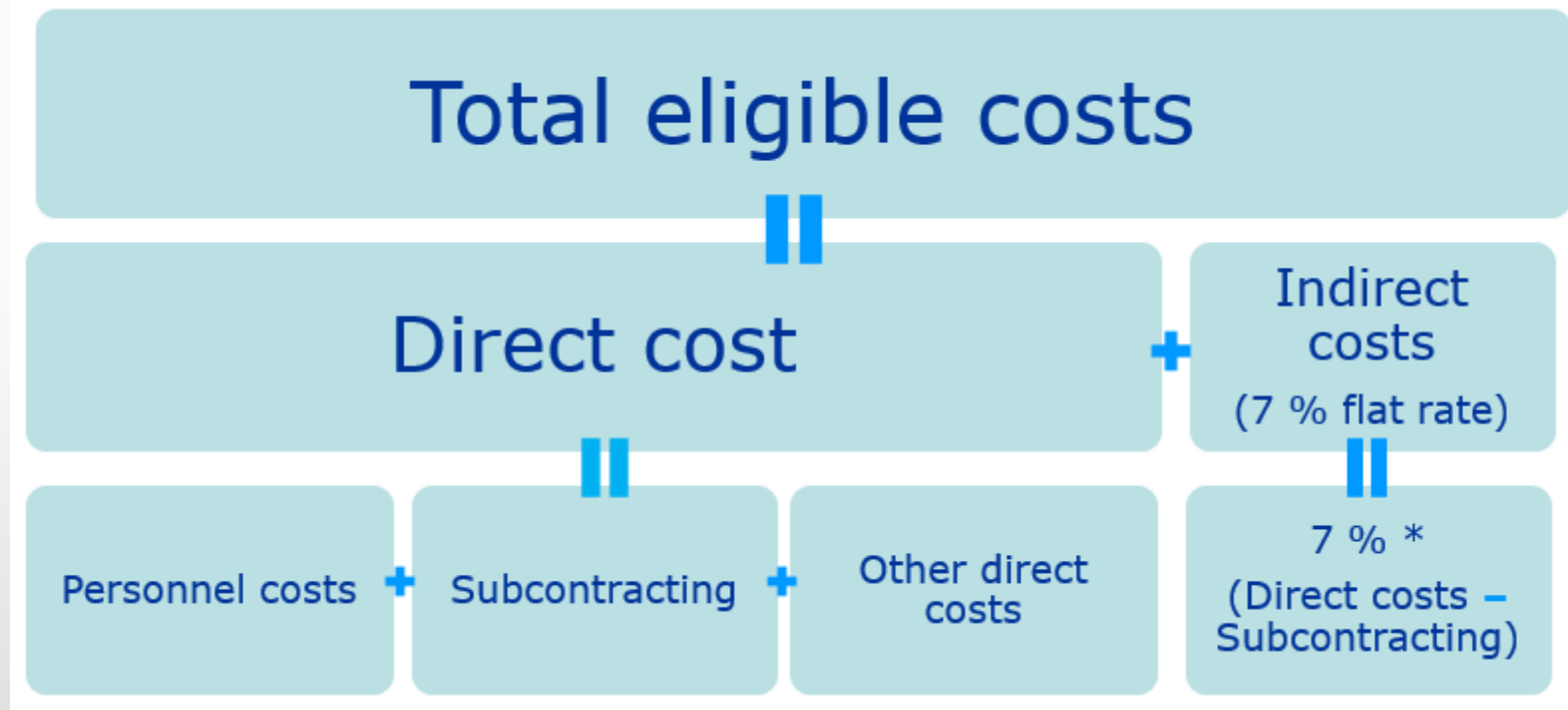
## Types of costs

- Direct – cost directly linked to the implementation of the Action.
- Indirect – cannot be identified as specific costs directly linked to the implementation of the Action (e.g. overheads):
  - Examples (non-exhaustive): rent, utilities (water/gas/electricity/phone), maintenance, IT costs and equipment depreciation, office supplies, postage etc.
  - Are not claimed separately but are calculated as a fixed flat-rate of 7% of the total eligible direct costs minus subcontracting costs.

## Categories of direct costs

- Personnel costs
- Subcontracting costs
- Other direct costs

# Calculation of total eligible costs



# Eligibility of costs



GA II.19

- Note: Guidelines on the eligibility of costs under the CEF
- Eligible costs are costs actually incurred by the beneficiary(ies) and their affiliated entities and implementing bodies as identified in the GA (Art.7) which:
  - are incurred during the action duration (Art.2.2);
  - are indicated in GA Annex III (budgetary tables);
  - are necessary for the implementation of the Action;
  - are identifiable and verifiable (recorded in the accounting system);
  - comply with tax and social obligations;
  - are reasonable, justified and comply with sound financial management principles

**Examples of ineligible costs:** return on capital, deductible VAT, contributions in kind from third parties, ...



# Personnel costs



**GA 3. (a) & 10 II.19.2 (a)**

- **Standard case:** Staff working under an employment contract (or equivalent appointing act) assigned to the action.
- **Other cases:** The costs of the natural person (individual) under a direct contract with the beneficiary other than an employment contract (e.g. a civil contract, a freelance/expert contract, in-house consultant) or a secondment to the beneficiary against payment. Provided that:
  - they work under conditions similar to those of an employee;
  - the result of their work belongs to the beneficiary;
  - their costs do not differ from the costs of staff under an employment contract.
- Costs of personnel include actual salaries, including all tax and social security contributions, and other benefits if part of remuneration package.

**No overheads/indirect costs to be included!**



# Staff provided by an external company

- The beneficiary entrusts services to a company (legal person) for the implementation of certain tasks of the action.
- The company provides staff that works on the Action.
- The costs of this staff may not be eligible personnel costs as they were not provided by an employee or an individual (natural person) with a direct contract with the beneficiary but by a company (legal person).
- These costs may only be treated as (sub)contracting costs.
- The beneficiary should award contracts to the tenderers offering best value for money in line with the requirements of Art.II.9 and Art.II.10 MGA.

# How to calculate the personnel costs to be charged to the Action?

Component 1: Determine the number of hours worked on the Action for each person working on the Action

Component 2: Determine the hourly rate (using actual or unit costs)

Formula: Multiply the number of hours worked on the Action by the hourly rate for each person

# Formula: Personnel costs to be charged to the Action



# Component 1: number of hours worked on the Action



- To determine the number of hours worked on the Action, time recording system is required
- Basic conditions to be respected by all CEF beneficiaries (see [Commission Decision\(2016\)478](#)):
  - The system should record all working time including absences and may be paper or electronically based. The time records must be approved by the persons working on the action and their supervisors, at least monthly.
  - If the beneficiary has no adequate time recording system in place, it is considered to be a serious and systematic weakness of internal control.
  - As an exception, for persons working exclusively on the co-funded action, there is no need to keep time records, if the beneficiary signs a declaration on this.

# Component 2a: personnel costs

## Actual personnel costs (actual costs)

- Costs actually incurred by the staff on yearly or monthly basis

## Average personnel costs (unit costs)

- Based on the usual cost accounting practices & in compliance with the conditions laid down in the [Commission Decision \(2016\)478](#)

## SME owners without the salary (unit costs)

- Unit costs to be declared in accordance with the [Commission Decision \(2016\)478](#) (unit costs are set in the decision and need to be multiplied by the country coefficient)

# Component 2b: Determination of annual productive hours

Method A

**Individual Annual Productive Hours** (to be calculated separately for each person working on the action) = Annual workable hours – absences + overtime

Method B

**Standard (corporate) Annual Productive Hours** (to be calculated for the beneficiary and the same number of annual productive hours to be used for all persons whose costs are claimed) = According to beneficiary's usual accounting practices , must be at least 90% of annual workable hours

Method C

**Fixed 1720**

# Example: Individual annual productive hours for person X (method A)



Individual Annual Productive Hours (to be declared)	1712
Annual working hours/days	2088 (8 hours x 261 days) -
Annual leave	200 (8 hours x 25 days) -
Public holidays	96 (8 hours x 12 days) =
Annual workable hours	1792 -
Sick leave (individual)	56 (8 hours x 7 days) -
Special leave (individual)	24 (8 hours x 3 days) +
Overtime (individual)	0 =
Result	1712



# Example: Standard Annual Productive Hours in organization Z

<b>Standard Annual Productive Hours (to be declared)</b>	<b>1696</b>
Standard Annual Productive Hours according to the Beneficiary's methodology	1696
Annual workable hours (8 hours X 224 days)	1792
90% ceiling	1612 (1 792*90%)
Result	1696 > 1612

# Component 2: Formula for the hourly rate/unit cost



\*Possible only when declaring actual personnel costs, not unit costs



# To Remember when calculating personnel costs

- To calculate the hourly rate, the beneficiary must use the annual or monthly\* personnel costs and the number of annual or monthly\* productive hours for each financial year covered by the reporting period concerned.
- The **total number of hours declared in EU or Euratom grants**, for a person for a year, **cannot be higher than the annual productive hours used for the calculations of the hourly rate.**

**Example: The maximum number of hours per person that can be declared for the CEF grant** are = Number of annual productive hours (e.g. 1720) – number of hours declared by the beneficiary under a different EU grant (e.g. H2020)

- The total number of hours assigned to the Action cannot be higher than the calculated annual/monthly productive hours used for the calculation of the hourly rate.

\* Possible only when declaring actual personnel costs, not unit costs

# Example for personnel costs declaration based on actual costs

Documenting Costs of Personnel					
3a. SAMPLE of Personnel costs declared as unit costs or actual costs (calculating the hourly rate per full financial year)					
Action N°	(format : 2019-EU-IA-XYZ)	Grant Agreement N°	(format: INEA / CEF / ICT / A2019 / 1234567)		
Sampling item					
Sampling value (in local currency)	63,419.23	€			
Start date of incurring the costs (DD/MM/YYYY)	01.06.2019	The "Start date" and "end date" should correspond to the period in which the sampled staff costs have been incurred.			
End date of incurring the costs (DD/MM/YYYY)	31.05.2020				
				<b>Total hours worked on the Action (sampled)</b>	<b>Total Declared Costs (sampled)</b>
Total (should be equal to the sampling value)				2,137.00	63,419.23
Name or Identification N° of the staff member or, for unit costs only, Category of staff - Year	Annual gross costs (Salary and social charges) (A)	Annual productive hours (B)	Hourly rate (A/B) (C)	Hours worked on the action (D)	Declared cost (C*D)
	If declaring unit costs: Apply STEP 1 as detailed in Section 2.1 of the Annex to Commission Decision (2016)478  For SME owners not receiving a salary, indicate the unit cost (see Section of the Annex to the Decision).	If declaring unit costs: Apply STEP 2 as detailed in Section 2.1 of the Annex to Commission Decision (2016)478  For SME owners not receiving a salary, fill in this column with number ""			
John Smith, Product Manager, 2019	65,610.00	1,720.00	38.15	55.00	2,097.99
IT developer, 154, 2019	47,990.00	1,720.00	27.90	121.00	3,376.04
IT developer, 325, 2020	46,212.00	1,720.00	26.87	211.00	5,669.03
Milina Champli, Project Manager, 2020	51,380.00	1,720.00	29.87	1,750.00	52,276.16

# Subcontracting costs

- Subcontracting of tasks forming part of the action may be eligible provided that:
  - It covers only a limited part of the action
  - It is justified (as per the nature of the action and what is necessary for its implementation)
  - Estimated costs are identified in Annex III GA
  - If not provided for in Annex I GA, recourse to subcontracting is communicated by the coordinator and approved by the Agency
- Procurement rules apply (for contracting authorities, national procurement rules/ EU Directives; best value for money/ lowest price below EU thresholds + private entities ;)
- Non-compliance may lead to cost ineligibility or reduction of the grant!

# Other direct costs



GA II.9

- These are costs that are directly linked to the action implementation and can be therefore attributed to it directly.
- **Condition: only if necessary for the implementation of the action + procurement rules apply**
- **Examples (non-exhaustive list):**
  - travel and accommodation (in line with the travel policy of beneficiary)
  - purchase of equipment, renting or leasing of equipment
  - purchase of goods and services (consumables, dissemination costs, translation costs, costs for certificates on financial statements, etc.).
- **VAT** may be an eligible cost where it is non-deductible and non-recoverable under national VAT law, unless otherwise specified in Article 14 of the GA.

# Financial documentation



GA II.20, II.21, II.27

## Need for appropriate accounting system and documentation to facilitate reporting and readily available upon request:

- No invoices or bank statements to be provided together with financial reports, but HADEA will ask for sampling
- SAP printouts and bank statements accepted for payment documentation
- Procurement documentation will be requested
- Checks/ Audits possible during the GA implementation and until 5 years after the balance payment [3 years in case of grant lower than EUR 60,000]

# Frequent audit findings (by HADEA and European Court of Auditors)

## Costs

- Costs incurred not directly by the beneficiary (e.g. personnel costs or invoices of group company not identified in the Grant Agreement)
- Staff costs (include overheads, lack of proper time recording, incorrect calculations of productive hours)
- Outside eligibility period
- Not relevant (necessary) or excessive

## Public procurement

- Not using/avoiding EU level procedures, including slicing
- Lack of publication - Unlawful selection criteria (e.g. excessive requirements regarding turnover)

## Amendments/additional activities

- Not foreseen in contract
- 'Unforeseeability' or 'Urgency' not justified



# Part 5: Communication and visibility

# COMMUNICATION AND VISIBILITY

- Please refer to the visibility requirements, as stated in the **ARTICLE II.7 – VISIBILITY OF UNION FUNDING**
- Please see our [guidelines on publicity and logos](#) on Beneficiaries Info Point
- **Please include in all communication materials, including websites, reports, PR ... the EU emblem + write ‘Co-financed by the Connecting Europe Facility of the European Union’:**



- **Please make sure to report on visibility in the final technical report (please see slide 23)**

# COMMUNICATION AND VISIBILITY

## Communicating EU projects: why?

- Raise awareness & visibility
- Engagement of citizens/stakeholders
- Explain financial commitment
- Promote your activities
- Legal obligation

## Communicating CEF projects

- [https://ec.europa.eu/inea/sites/default/files/cefpub/cef-telecom\\_supportingactions2020-light-final.pdf](https://ec.europa.eu/inea/sites/default/files/cefpub/cef-telecom_supportingactions2020-light-final.pdf)

# COMMUNICATION AND VISIBILITY

## Where does HADEA fit in?

- Keep always HaDEA in the loop!
- HaDEA can act as multiplier & enhance the visibility of your events, milestones, successes ... via:
  - HADEA website [https://hadea.ec.europa.eu/index\\_en](https://hadea.ec.europa.eu/index_en)
  - HADEA 's social media channels
    - [Twitter](#) @EU\_HaDEA
    - [LinkedIn](#) HADEA – Health and Digital Executive Agency
  - Coordination with other DGs and services in the Commission to reach a bigger audience
- Think big: even small projects can have great impact!

# Key resources (links to all relevant documents in one place)

1. [Guidelines on the eligibility of costs under CEF Commission Decision \(2016\)478 on personnel costs](#)
2. [Final Technical Report Template](#) (Annex V)
3. [Individual Financial Statement](#) (Annex VI)
4. [Consolidated Financial Statement](#) (Annex VI)
5. [Communication CEF Leaflet](#)
6. [Beneficiaries' Info Point](#)

## **DISCLAIMER**

The contents and conditions of the grant agreement always prevail on any different information, which may be included in this document and/or in any formal or informal communication with the beneficiaries such as the approval of reports, exchange of emails, etc.

# Thank you for your attention!

A Q&A session follows.  
Please connect to [slido.com](https://www.slido.com) and use the hashtag  
[#CEFTelecom](https://twitter.com/CEFTelecom).