Financial Framework version 1.01

For VLIR-UOS projects within the Five-Year Programme 2022-2027

Financial Framework 1

Introduction *3*

Versioning *3*

Principles *4*

Eligibility (DGD) *4*

Eligible Costs 4

Non-eligible Costs 5

Countries *6*

Partnerships & Cooperations *6*

Law & Procedures *7*

Section 1 – General financial rules 8

BUDGET *8*

BUDGET LINES 8

A. Investment Costs 8

B. Operational Costs 9

C. Personnel costs 11

D. Scholarships costs 11

E. Coordination costs 12

BUDGET CHANGES 13

ACCOUNTING & JUSTIFICATION *13*

Accountancy 13

Piece of evidence 15

Proof of payment 16

Storage 16

Cutoff 16

Instalments 18

Exchange Rate 18

REPORTING *20*

JUSTIFICATION OF SPECIFIC COSTS *21*

Accommodation (under B4 or B5) 21

Allowances 21

Bank costs (under E) 22

Catering (under B1 or B2) 22

CO2 compensation (under B4) 22
Communication costs (under B1) 23
Coordination costs 23
Meeting rooms (under B1or B2) 23
Per diem (under B4 or B5) 24
Personnel costs (under C1 and C2) 24
Refundable Import Duties (under A or B) 25
Refundable VAT (under A or B) 25
Representation costs (under B1) 25
Service contract (under B1, B2 or B3) 26
Traveling by Vehicle (under A2, B4 or B5) 26
Traveling by Plane (under B4 or B5) 27

CONTROL *28*
Internal control 28
External control 28

Section 2 – Financial rules per programme 29

SHORT INITIATIVE (SI) *29*

TEAM *32*

ICP CONNECT *35*

ICP – SCHOLARSHIPS *37*

INTERNATIONAL TRAINING PROGRAMME (ITP) *39*

INSTITUTIONAL UNIVERSITY COOPERATION (IUC) *41*

IUC - Project Support Unit (PSU) *44*

GLOBAL MINDS *46*

ORGANISATIEKOSTEN *48*

POLICY SUPPORTING PROJECT (PSP) *49*

Annex..... 50

Introduction

As VLIR-UOS has entered a new funding cycle with its donor DGD, the VLIR-UOS financial framework is being updated. The financial framework adheres to the Royal Decree of 2016 including all its updates. The present version of the financial framework provides an updated general financial framework for VLIR-UOS funded projects for the Five-Year Programme 2022-2027.

The document consists of:

- An introductory part with principles and legal framework;
- An overarching section 1 with general financial rules valid for the entire Five-Year Programme;
- A section 2 with programme specific rules. Each project has to follow both the general rules and the additional programme specific rules. In case these programme specific rules deviate from the general rules, it is mentioned explicitly; then the programme specific rules prevail.

Versioning

This new financial framework was developed in consultation with all Flemish institutions. Some sections still need further clarification/development (cf. Dutch text in grey text boxes). Updates will mainly be limited to clarifications and simplifications compared to the existing regulations. The table below keeps track of the changes (not for minor updates such as lay-outing, correcting typos, …).

Version	Date	Updates
1.00	02/06/2023	Publication version 1.00 of FYP2 financial framework
1.01	31/10/2023	The rules regarding cutoff, instalments and reporting are updated in line with policy decision of VLIR-UOS board (BUOS) of September 19th, 2023. The difference between cash accounting, accrual accounting and analytic accounting is clarified. Clarification of 'who can be funded' with regards to Multi-stakeholder partnerships (MSP) Additional small corrections compared to the 1.00 version: - The purchase of vehicles is not allowed within ORG; - Topping-up is not allowed within IUC; - The threshold of 2.000 EUR/activity year for representations costs within ORG.

Principles

[Royal Decree Art. 33. § 1, Art. 42]

The funds are used in accordance with the principles of sound financial management, namely thrift, efficiency, effectiveness, and integrity.

The principle of **thrift or economy** stipulates that the resources used are made available in appropriate quantities and qualities and at the best price. The principle of **efficiency** refers to the best relationship between the resources used and the development results achieved. The principle of **effectiveness** aims to achieve established outcomes, and to achieve the expected development results.

The principle of **integrity** implies that the subsidised organisation takes the necessary preventive measures at the level of policies and practices to be reasonably certain that irregularities, fraud and practices of active or passive corruption do not occur, and to put an end to them if they occur.

Traject Integriteit
Het principe staat in KB Art 42, maar is concreter gemaakt in het Integriteitscharter dat werd getekend door VLIR-UOS op 14 juni 2018, gemandateerd door het BUOS dat verdere operationele maatregelen zal goedkeuren. Er is ook een KB rond Integriteit op komst dat in 2023 zal gepubliceerd worden.

Dit traject beoogt de uitwisseling over de operationele maatregelen en indien wenselijk of noodzakelijk het opnemen van aanvullende regels en goede praktijken in het Financial Framework.

The principle of **transparency** implies that the subsidised organisation regularly and clearly conveys to a realistic financial picture of the project and that it spontaneously draws attention to any anticipated or unforeseen deviations.

Traject monitoring
Dit traject beoogt de uitwisseling hoe het principe van transparantie in de praktijk wordt toegepast en indien wenselijk of noodzakelijk het opnemen van aanvullende regels en/of goede praktijken in het Financial Framework.

Eligibility (DGD)

DGD/VLIR-UOS grants are 100% funded by DGD and therefore the formal framework must be respected for all costs.

Eligible Costs

[Royal Decree Art. 35]

An expenditure may be charged to the grant as a direct cost (= project cost) if and only if it meets all the following **cumulative conditions**:

- The cost must be confirmed by **a piece of evidence** (see Supporting Documents);
- The cost must be identifiable and **verifiable** (see Control);
- The cost must be necessary to achieve the **outcomes** or to manage the project (see Control);
- The cost must be made in accordance with the approved **budget** (see Budget);
- The cost must be made during the **period** of the project (see Cutoff);

- The cost must comply with **legal** obligations (see Law & Procedures);
- The cost must comply with the **internal rules** of the subsidised organisation (see Law & Procedures);
- The cost may not be **double financed** (see Control);
- The cost is made in accordance with the **agreement** that VLIR-UOS has signed with the respective higher education institution (see Partnerships & Cooperations);
- The cost does not appear on the list of **non-eligible costs** (see Non-eligible Costs).

Non-eligible Costs

[Royal Decree Art 35 6° and attachment 4]

The following costs are non-eligible:

1. All accounting transactions not involving payments, unless they originate from a legal obligation borne by the project;
2. Provisions for risks and charges, losses, liabilities or potential future liabilities;
3. Debt or debit interests unless such interests are the direct consequence of a delay in payment of a debt under the terms of Article 32 of the Royal Decree, which exceeds two months;
4. Impaired debt-claims, including real or estimated losses, caused by non-recoverable funds and other receivables, including the legal costs to recover those funds or receivables;
5. Exchange losses;
6. Loans to third parties;
7. Guarantees and bails;
8. Expenses already covered by another grant;
9. Invoices from other organisations for goods and services already subsidised;
10. Contracts for subcontracting or consultancy for key tasks in the programme, project, synergy project or partnership project of the governmental cooperation, which belong to the "core business" of the subsidised organisation;
11. Outsourcing through service or consultancy contracts to employees or members of the Board and General Assembly of the subsidised organisation;
12. Subletting of all kinds to itself;
13. The purchase of land and property, unless those purchases are indispensable for the achievement of the objectives of the project, and on condition that the ownership at the end of the project is transferred to a partner in the Global South;
14. Expenses resulting from compensation in response to a claim arising from civil liability of the organisation;
15. Severance pay for not worked notice period, unless a legal provision applies;
16. Expenses related to expatriation (relocation, installation bonus, tickets for the spouse and dependents) for contracts less than twelve months;
17. The purchase of alcoholic beverages, tobacco and derivative products;
18. Sitting allowances tokens;
19. Depreciations;
20. Housing allowances for owners of their home.

Countries

A partner institution must always be located in one of the 17 VLIR-UOS partner countries. As a general rule this means that all costs – investments, operational, personnel, scholarship and coordination – can only be made in favour of one of the mentioned countries.

All programmes may be organised in Belgium and the following 17 partner countries:

Benin, Bolivia, Burundi, Cuba, DR Congo, Ecuador, Ethiopia, Indonesia, Kenya, Morocco, Peru, Philippines, Rwanda, South Africa, Tanzania, Uganda and Vietnam.

Programme specific rules: SI, TEAM, ICP CONNECT, ICP SCHOLARSHIPS, ITP, IUC, GM and ORG.

Who can be financed?

- **Project partners**: members of the partner and Flemish project team who are affiliated with the partner or Flemish institution(s).
- Non-academic partners that are part of a formalised multi-stakeholder partnership (MSP; not as budget holder, but operational costs and scholarship costs can be financed)

Operational costs

- **External experts and guest speakers**
  Exceptionally the costs of experts and speakers may be charged regardless of nationality in the assumption that their expertise is not available in the project teams.
- **Activities**
  Activities organized in any other countries and related mobility costs are eligible insofar as they are limited and instrumental for attaining the project objectives (e.g. participation by partner PhD student in workshops/congresses, student field trips).

Who can receive a scholarship?

- Scholarships aim at local capacity building. They can only be disbursed to individuals with affiliations to a partner institution who are also nationals of an OECD-DAC country.
- Exceptionally, staff of non-academic partners that are part of a formalised multi-stakeholder partnership (MSP).
- Programme specific rules for ICP Scholarships, ITP and Global Minds.
- A candidate with a double nationality can only be selected for a scholarship if the candidate lives in a country of the partner-, scholarship- or Global Minds-country list and if they apply for a scholarship as a national of one of these countries.

Partnerships & Cooperations

An expenditure may be charged to the grant only if the cost is made in accordance with the overall formal framework of VLIR-UOS and the VLIR-UOS grant agreement between the contracted partners. Costs can only be made by other partners (e.g. a non-contracted university) in case of a formal

agreement of one of the contracted partners with that actor, in reference and adherence to the VLIR-UOS agreement.

Roles and responsibilities are determined in the project agreement between VLIR-UOS, the Flemish and partner institution(s).

Traject contracten
Voor elke organisatie - die kosten maakt in het kader van de subsidie en deze niet factureert (maar aan de hand van kostenlijsten verantwoord) - moet een overeenkomst opgemaakt worden.

Inhoudelijk zijn synergie en samenwerking zeer belangrijk om de uitvoering van een project mogelijk te maken en/of de impact te verhogen. Financieel echter is samenwerking een aandachtspunt voor dubbele financiering en goed beheer van middelen. De grens tussen partnerschap/samenwerking en consultancy/onder aanneming moet ook bewaakt worden.

Dit traject beoogt de uitwisseling en indien wenselijk of noodzakelijk het opnemen van aanvullende regels en/of goede praktijken in het Financial Framework.

Law & Procedures

[Royal Decree Art. 35]

An expenditure may be charged to the grant if and only if it meets all the following conditions:

- The cost must comply with the **legal** obligations from applicable national laws (in Belgium or a partner country), and the Royal Decree (cf. introduction) as translated by VLIR-UOS in its formal framework;
- The cost must comply with the **internal rules** of the subsidised organization.

Traject wetgeving en procedures
Het operationaliseren van bovenstaande wetgeving naar een haalbaar kader met respect voor het principe van single audit vraagt naar uitwisseling om eenvoudige regels te bepalen met voldoende rechtszekerheid.

Hierna de huidige regels voor Procurement.

Procurement

From the account of the Flemish institution: For purchases of goods or services - also service contracts, consultancy fees etc - the Belgian Public Procurements Act applies. The choice of any given proposal must be justified.

From the account of the partner institution: For major purchases, more than 8.500 EUR excluding VAT, of goods or services - also service contracts, consultancy fees etc - at least three quotations must be requested based on the same terms of reference to permit comparison. The choice of any given proposal must be justified. All things being equal, the best value for money proposal must be selected.

Section 1 – General financial rules

BUDGET

An expenditure may be charged to the grant if and only if it is **necessary and essential to reach the results** of the programme and if it is made in accordance with the approved **budget.**

BUDGET LINES

The budget lines are the following:

A. Investment Costs

Definition: Investment goods are durable goods which means they have a **long service life – more than 1 year.** In the accounting the value of these assets is being depreciated according to the institutional rules concerning investments goods.

Costs related to the purchase, shipment and installation of the investment goods that are invoiced together are part of the investment. Also second hand durable goods can be registered as investments. Services related to the installation of investment goods, invoiced separately from the investment, are operational costs.

Visibility: All durable goods purchased as part of the project must be labelled with VLIR-UOS/DGD stickers so that goods purchased with VLIR-UOS and DGD funding are clearly recognisable. These stickers can be requested at the VLIR-UOS secretariat.

Threshold: All purchases of durable goods following the institution specific thresholds - in line with local policies and procedures - are considered as investment goods and should be included in the inventory list. In absence of an institution specific threshold, and as a good practice (no rule), VLIR-UOS considers durable goods with a long service life and a unit value above 1.000 EUR, VAT excluded, as investment goods.

Depreciation: DGD legislation stipulates that depreciations are non-eligible costs. That means that the cost of an investment good is completely charged to the project on the moment the investment is made within the respective activity year.

Inventory: The institution shall keep an up-to-date inventory of all investment goods financed with DGD/VLIR-UOS funding. The inventory list needs to mention following items: description, brand, serial number, invoice date, purchase amount, location and status (when out of order). The inventory should be added to the final report of the project.

👍 Good practice to link the investment costs mentioned in the financial reporting to the inventory.

Transfer to beneficiary: All investment goods purchased by the Flemish institution in the context of a project will be officially transferred to the partner institution at the latest at the end of the project. The transfer will be effected by means of a written agreement of the involved parties. This agreement/these agreements need/s to be submitted to VLIR-UOS as part of the final report of the last activity year.

👍 Good practice example

Regarding the transfer of materials purchased in the “name project + period”
The undersigned hereby declare that all the materials described in the inventory list for a value of “amount and annex with detail” have been purchased through the “name project” between “name institutions” and in conformity with the VLIR-UOS financial guidelines.
With the end of the “name project” all concerned investments in this inventory list are handed over to “name partner institution” who will make sure that all materials will be used for the sustainable continuation of the project.

A1 - General Investment Costs

Definition: General investment costs are all investments except for A2. Vehicles and A3. ICT.
Non-exhaustive examples: Lab infrastructure, equipment, furniture, minor infrastructure works,…

A2 - Vehicles

Definition: Vehicles includes the purchase of various means of transportation and includes all costs prior to or related to the purchase and commissioning (registration, documents, shipment, …).
Non-exhaustive examples: Cars, motorcycles, bicycles, …
Programme specific rules: SI, ICP CONNECT, ICP SCHOLARSHIPS, ITP, IUC, GM and ORG.

- A sustainable mobility policy should be implemented.
- VLIR-UOS requires all cars purchased with VLIR-UOS financial means to be managed using a logbook in order to make a distinction between travel for the project and all other travels.

A3 - ICT

Definition: ICT refers to all Information and Communication Technologies with a service life of more than 1 year and with a value of more than the relevant institution-specific threshold for investments or indicatively 1.000 EUR, VAT excluded. If an ICT purchase is not an investment it should be registered under B3. ICT Operations & Services.
Non-exhaustive examples: LAN networks, servers, non-renewable software licenses, laptops, tablets, chromebooks, mobile phones, video conferencing hardware, …

B. Operational Costs

Definition: Operational costs are necessary and essential for achieving one or more results of the project. These costs stop once the project is completed.

B1 - General goods & Services

Definition: All operational costs, goods or services, with the exception of:

- B2. Dissemination & Uptake
- B3. ICT
- B4. International mobility & subsistence
- B5. Local mobility & subsistence

Non-exhaustive examples: Consumer goods, non-durable laboratory equipment, chemicals, shipping costs, documentation, books, copies, spare parts, project related office supplies, representation costs, subscription costs, open access publication, service contracts, allowance,…

Justification of specific costs: Catering, communication costs, meeting rooms, representation costs, service contract.

- All employment of persons not contracted by the Flemish institution or the partner institution are service contracts.

B2 – Dissemination & Uptake

Definition: We define dissemination & uptake as interactions with the general public or specific targeted audiences to create the conditions for the uptake of results, including disseminating information or materials produced by the project. Costs related to the distribution of information and materials, produced by the project, to both the general public or specific targeted audiences. This involves communicating knowledge effectively and synthesizing and repackaging project results for non-expert audiences and stakeholders. This does not include academic events, academic publications, academic conferences, etc. (could be part of other categories such as B1).
Non-exhaustive examples: Dissemination and stakeholder events, publications/policy briefs for the general public / targeted audiences, advisory boards, per diems, allowances or service contracts related to those dissemination events and stakeholder boards, …

B3 – ICT Operations & Services

Definition: ICT refers to all Information and Communication Technologies. This covers operational goods, software and small equipment that does not fall under A3 ICT.
Non-exhaustive examples: Maintenance of ICT equipment and or software, optimalisation of software, systems and equipment, (recurring) license fees, …

B4 – International mobility & Subsistence

Definition: International travel costs include all costs incurred for door-to-door international journeys in the context of a VLIR-UOS project by project members from Flemish and partner institutions or external experts involved in a project activity.
Non-exhaustive examples: plane tickets, train tickets, airport tax, travel agency service fee, C02 compensation fee, international per diem, hotel costs, visa, international passport, insurance, co-payments ("*remgeld*") of travel related health care costs,…
Justification of specific costs: *Accommodation*, *CO2 compensation*, *per diem*, *traveling by Car*, *travelling by Plane*.

- A sustainable mobility policy should be implemented.
- The general principles of thrift, efficiency and effectiveness should be taken into account.
- All costs for scholarships, also travel costs, are included in the budget line:
  D. Scholarship Costs

B5 – Local Mobility & Subsistence

Definition: All costs incurred for journeys within Belgium or within the partner country by project members from Flemish and partner institutions or external experts involved in a project activity.
Non-exhaustive examples: Local transportation costs, local per diems, local overnight expenditures…

Justification of specific costs: *Accommodation*, *per diem*, *traveling by Car*, *travelling by Plane*.

- A sustainable mobility policy should be implemented.
- The general principles of thrift, efficiency and effectiveness should be taken into account.
- All costs for scholarships, also travel costs, are included in the budget line:
  D. Scholarship Costs

C. Personnel costs

C1 – Employment Contracts

- **Definition**: Personnel costs related to the employment of persons:
- **Contracted** by the partner institution or the Flemish institution;
- According to the **salary policy** of the institution where he/she will be employed: the partner institution or the Flemish institution;
- During the **period** of employment within the project implementation period.
- **Justification** of specific costs: *Personnel Costs*

- This category is mainly for technical and administrative support functions. Academic staff that bear responsibility for the implementation of (parts of) the project is to be made available by both the Flemish and the partner institutions.
- Contracted by the Flemish institution is only allowed in the following programmes: ICP CONNECT, ITP, GM and ORG.

C2 – Topping-up

Definition: Only for specific programmes: TEAM, ITP and SI an approved activity based supplement to the salary of staff members of partner institutions can be funded. To be kept to a minimum overall in the project budget and needs to be part of the initial proposal.
Justification of specific costs: Personnel Costs

Traject personeel
CAP nota verwacht verantwoording rond personeelstijd. Ook DGD besteedt hier steeds meer aandacht aan. Daarnaast is het principe van topping-up slechts voor 1 project formeel goedgekeurd door DGD, maar wel in meerdere projecten in gebruik. Er is ook onduidelijkheid over welke functies al dan niet mogen gefinancierd worden binnen het DGD programma.

Dit traject beoogt de uitwisseling en indien wenselijk of noodzakelijk het opnemen van aanvullende regels en/of goede praktijken in het Financial Framework.

D. Scholarships costs

[Royal Decree Art. 19]

Scholarship costs are costs linked to scholarship holders.
For these allowances, details can be found on the website of VLIR-UOS under documents or on the following link Framework for scholarships in Belgium and are applicable on the following budget lines:

D1 – Short term scholarship allowances in Belgium
D2 – Study scholarship allowances in Belgium
D3 – Research scholarship allowances in Belgium

Scholarship costs in a partner country may be funded from the project budget but the amounts are to be in line with university or national guidelines. These local scholarship amounts can never be higher than the amounts applicable in Belgium.

Traject lokale beurzen
The Scholarship Framework will be more detailed including further details for scholarships in partner country or for hybrid/online scholarships. Cfr budget lines:

D4 – Short term scholarship allowances in partner country
D5 – Study scholarship allowances in partner country
D6 – Research scholarship allowances in partner country

E. Coordination costs

Definition: The coordination cost is a lump sum which covers administration and coordination costs as well as non-attributable institutional costs related to the institutional management of the project.

E1 – Coordination costs at the level of the Flemish institution
E2 – Coordination costs at the level of the Partner institution

The distribution of the coordination costs within subcategory E1 and/or E2 in case there are multiple partners can be decided by the parties involved but must be clear when submitting the project proposal.

Programme specific rules: SI, TEAM, ICP CONNECT, ICP SCHOLARSHIPS, ITP, IUC, GM and ORG.

Non-exhaustive examples: the use of the premises and/or infrastructure, services connected with the administrative and financial coordination of project execution, availing members of staff from the HR department, financial department, legal department etc.

Threshold: The coordination costs are fixed on the basis of the approved budget of budget lines A, B, C and D. The coordination costs in Belgium **plus** the local coordination costs **is limited to 10% of budget lines A, B, C and D.**

Programme specific rules: ICP CONNECT

Justification of specific costs: *Coordination costs* and *Bank costs*

Traject coordinatie kosten
Framework for justification of coordination costs will be further clarified in 2023.

BUDGET CHANGES

[Royal Decree Art. 34]

The funds are spent in accordance with the approved project budget and formal framework. The approval of the adjustments is required only if the proposed amendments exceed the stipulated limits (budget shifts) or if the amendments imply major changes to the project.

Budget transfers between activity years

Budget transfers between activity years are determined in section 2 per programme type. Extension of projects is not possible. No budget transfers will be possible between Five-Year Programmes.

Budget shift between budget lines

A modification of the budget lines investment or personnel costs exceeding more than 30% **and** more than 10.000 EUR as compared to the respective initial budget line total for the whole project period needs to be validated by VLIR-UOS.

Procedure

The approval of the budget changes is required only if the proposed shifts or changes exceed the stipulated limits defined per project.

VLIR-UOS needs to be formally informed about important budget shifts or other major changes by means of the Annual Reporting process (VLIR-UOS validates).

Promoters are strongly advised to pro-actively communicate with the relevant contact person (e.g. global partnerships manager for a given country) about any major changes, prior to the reporting process, to avoid any cost refusals at the time of reporting. Without notice to the contrary within 30 calendar days the budget change is silently accepted.

The financial instalments will not undergo any changes as these follow the original multi-annual planning and initial budget distribution over activity years.

ACCOUNTING & JUSTIFICATION

[CAP note EY of February 22nd 2020]

Every expenditure needs to be **registered** in the accounts, **supported** by a piece of evidence, and **paid**.

Accountancy

[Law Art. 10 and Royal Decree attachment 1 screening – Royal Decree Art 42 Transparency]

In the context of the recognition to obtain a grant, each project must be given a unique analytical code in the institution's accounting system and therefor an analytic also known as a project based accounting is mandatory. An accrual accounting must be preferably maintained but also a cash accounting can integrate a project code.

Cash analytic accounting

A cash accounting requires a specific bank account per partner institution or per project.

In a cash accounting the project code should be integrated in the bank and cash register to be considered an analytic accounting and these registers are the basis for the financial report of these projects.

Every incoming and outgoing transaction line should be labelled. In the example below the balance for project code PR123 is 990 EUR and 1.150 EUR for project code PR995. The analytic code “transfer” allows tracing amounts spent “in cash” – detailed in the cash register - till the movement on the bank account through the bank register.

Bank register of Account X							
Nr	*Date*	*Transaction*	*Payment*	*Deposit*	*Balance*	*Analytic code*	*Amount*
		Balance 31/10/			*2.000 €*	PR123	*2.000 €*
1	02/09/2023	Invoice 13	- 1.000 €		1.000 €	PR123	- 1.000 €
2	05/09/2023	Instalment Project 995		1.500 €	2.500 €	PR995	1.500 €
2	07/09/2023	Per diem Jan	- 300 €		2.200 €	PR995	- 300 €
3	15/09/2023	To cash	- 500 €		1.700 €	transfer	- 500,00 €
4	20/09/2023	….					
Cash register							
Nr	*Date*	*Transaction*	*Payment*	*Deposit*	*Balance*	*Analytic code*	*Amount*
					45 €		
1	15/09/2023	From Account x		500 €	545 €	transfer	500,00 €
2	17/09/2023	Per diem An	- 50 €		495 €	PR995	- 50 €
3	20/09/2023	Taxi Bart	- 10 €		485 €	PR123	- 10 €
4	20/09/2023	…					
Project balance							
						PR995	1.150 €
						PR123	990 €

If the partner institution is using a cash accounting then a specific bank account per partner institution or per project is mandatory. This enables the reconciliation between the movement on the bank account on one hand and the bank and cash expenditures on the other hand. If one bank account is used for too many projects in a cash accounting it is hard to keep the accounting transparent.

Accrual analytic accounting

Accrual accounting is a method of tracking financial transactions where revenues and expenses are registered when they are earned or incurred, regardless when the cash is received or paid.

Hereafter an example to explain how to book an invoice and it’s payment in an accrual accounting that is project based.

To register an invoice for the amount of EUR 1.000 from supplier Roomwithaview for the rent of a meeting room you would debit the account “61 Meeting Rooms” by EUR 1.000 and add the analytic code PR123 to associate the cost with the project. Account “44 Supplier Roomwithaview” you would credit with EUR 1.000 to acknowledging the liability:

Date	Accrual Account	Description	Credit	Debit	Analytic code
02/09/2023	61 Goods and Services - Meeting Rooms	Training 20 pers		1.000 €	PR123
02/09/2023	44 Supplier - Roomwithaview	Training 20 pers	1.000 €		

On the moment you make the payment you debit the account payable “44 Supplier Roomwithaview” to reduce the liability and credit your bank account by EUR 1.000 to reflect the cash outflow. This shows the obligation has been settled.

Date	Accrual Account	Description	Credit	Debit
30/09/2023	44 Supplier - Roomwithaview	Training 20 pers		1.000 €
30/09/2023	50 Bank - Account X	Training 20 pers	1.000 €	

Regularly reconcile accounts payable to confirm all outstanding invoices are correctly recorded and payments are accurate therefore ensure that debits and credits are equal on the account of the suppliers.

Date	Accrual Account	Description	Credit	Debit
02/09/2023	44 Supplier - Roomwithaview	Training 20 pers	1.000 €	
30/09/2023	44 Supplier - Roomwithaview	Training 20 pers		1.000 €
		Balance	- €	- €

Piece of evidence

An expenditure may be charged to the grant if and only if it is confirmed by a piece of evidence. A piece of evidence in accordance with the good practices CBN advice 174 meets the following cumulative conditions:

- The **text** on the piece of evidence must be unambiguous. The goods or services must be clearly defined, indicating quantity, description and taxes if applicable;
- The **supplier** must be identifiable;
- If the piece of evidence is an invoice it should be **addressed to the institution,** mentioning the VAT number if applicable;
- The piece of evidence document must be **dated**;
- When recorded in the accounts, the piece of evidence must contain **a reference number** to the corresponding entry in the accounting system;
- The piece of evidence must be accessible at all times and therefore **methodically classified**.

Preferably, a piece of evidence is **an invoice**, but other documents can also be included as evidence in the accounts such as:

- **Expiration certificate**: insurance companies do not send an invoice but a due date with a payment invitation;
- **Transport ticket**: often you only get a ticket for a tram, train, or bus ride, without indication of date, destination,… These costs are reimbursed via an expense report to the person who incurred the costs, so that any missing information (date, destination, etc.) can be added on the expense report, in addition to the tickets;
- **Receipt**: for small amounts, an invoice is often not made but a cash receipt is provided instead;
- **Declaration on honour**: for purchases for which you don’t have an external proof, a declaration on honour can be accepted in **exceptional** cases (following applicable institutional thresholds).

In addition to the obligatory piece of evidence that must be registered in the accrual analytical accounting, **additional supporting documents** may be necessary to justify the expenditure. This can be the case if:

- A purchase exceeds a certain amount (see Procurement)
- A type of costs needs more documentation (see Justification of specific costs)

Proof of payment

For every expenditure a proof of payment is mandatory.

In **accrual accounting** every cost is linked to a payment. Therefore an audited accrual accountancy is a proof of payment and doesn't need extra documentation.

In **cash accounting** the link between the costs and the movements on the specific bank account, in combination with the cash register, is the proof of payment. In the obliged cash register each bank withdrawal will be detailed. The local financial transactions for activities must happen on the account in the name of the partner institution that signed an agreement with the Flemish institution. Only accounts at recognised banking institutions can be accepted.

Mentioning PAID on a piece of evidence is never a proof of payment if the link – if applicable through the cash register - to the movement on the bank account cannot be made. Also mentioning a cheque number is insufficient as the cheque is not necessarily collected.

Storage

The original documents - digital or on paper - are kept at the institution that made the cost. Documents can be stored on paper or digitally, but in both cases their authenticity and accessibility should be guaranteed.

External factors as war, floods, departure of key persons, crash of ICT system,… may lead to loss of the supporting documents. In order to reduce that risk copies should be digitalized and a back-up system should be in place.

The institution must maintain the accounting records and supporting documentation for a period of four years after the end of the Five-Year Programme. For all FYP2 projects, this means August 31st 2031.

Cutoff

Each expenditure has to be reported in the corresponding activity year and activity year runs from September 1st year X till August 31st year X+1.

All costs should be paid and booked (Proof of payment) and this will be checked during internal control or by the auditor (Control).

An expenditure may be charged to the grant if and only if the cost occurred during the period of the project. To determine when a cost is occurred, the following cutoff rules apply:

For personnel costs

The employment should be within the activity year.

For allowances

The period covered by the allowance should relate to the activity year.

For goods and services as well as investments

The invoice should be dated within the activity year.

- An invoice dated before the start of activity year X can only be reported in activity year X if the goods, services or investments are delivered in activity year X.

- An invoice dated till October 31st of activity year X+1 can only be reported in activity year X if it can be clearly proven that the good, services or investments were delivered within the activity year X.

For flights within a project

The flight departure date should be within the activity year. This means that:

- A flight invoiced before the start of activity year X will be accepted in activity year X if the departure date of the flight is within the activity year X.
- A flight with a departure date in activity year X, should be invoiced before October 31st of activity year X+1.

For reimbursement of expenditures

The reimbursement form should be processed for reporting before October 31st of activity year X+1, and the related costs within the form should have been made during the activity year X.

At the end of a project the institution should analyze very closely the allocation of each cost to the project period following the rules above.

❗ Some examples of a project ending in activity year X (**year X+1 = outside project period**)

- An insurance invoiced January 1st of activity year X.
  The period insured is the calendar year.
  (starting Januari 1st activity year X till December 31st activity year X+1)

  ⇨ The insurance from September 1st till December 31st does not relate to the project so only 60% of the cost may be allocated to the activity year X.
  (60% equals January till August)

- A field visit starting August 15th of activity year X till September 10th of activity year X+1

  ⇨ The costs from September 1st till September 10th do not relate to the project period and therefore cannot be to the project.

Specific rules for costs overlapping activity years within the same project

Certain costs overlap activity years and in that case more flexibility is allowed.
The institution may choose the activity year the cost is allocated to and how.

So for the insurance fee or field visit in the above examples the costs may be fully reported in activity year X or activity year X+1 or may be proportionally allocated to the activity years. .

❗ Watch out for double reporting

Specific rules: for airline tickets ICP Scholarships

Instalments

The total grant shall be paid by VLIR-UOS in a number of instalments equal to the number of activity years with an additional final settlement after the last activity year and only after DGD has transferred the funds of the concerned activity year to VLIR-UOS

The instalments are based upon the approved budget included in the grant agreement. Spending rates do not influence the instalment schedule.

The grant for the first activity year shall be paid by VLIR-UOS to the Flemish institution before the start of the first activity year, on the condition that the grant agreement is signed by all parties. If applicable, provided the institution has submitted its financial claim.

For all activity years, except the last activity year, a project always receives an instalment equal to its approved budget for that specific activity year included in the grant agreement.

For the last activity year a project receives 75% of its approved budget for that specific activity year. The final settlement will be concluded with the successful completion of the project, upon finalisation and signing of the final annual reporting.

During the project activity period, non-compliance with the conditions with regard to the use of the financial means in the previous activity years and to appropriate reporting, can lead to a reduction of (instalment(s) of) the grant.

Exchange Rate

Only for money transfers from the Flemish institution to a partner institution the exchange rate should be included in the annual report.

Transfer costs may be included in the calculation of the exchange rate.

To calculate the exchange rate you can choose from 3 methods: 1) Method of average rate, 2) Method of the rate per transfer and 3) Daily rate on a currency converter.

The reporting formats (AFR template) have three tabs related to the exchange rate: TAB “Overview”, TAB “Rate(s)” and the TAB “Partner expenditures”.

TAB “Overview”

Project information	
Project title	
Project code	
Programme type	
Activity year	
Spending period	
Flemish promoter(s)	
Partner promoter(s)	
Flemish institution(s)	
Partner institution(s)	Jimma University
	Mountains of the Moon University

To be able to calculate the exchange rate in the AFR template the name of the partner institution(s) should be filled out first.

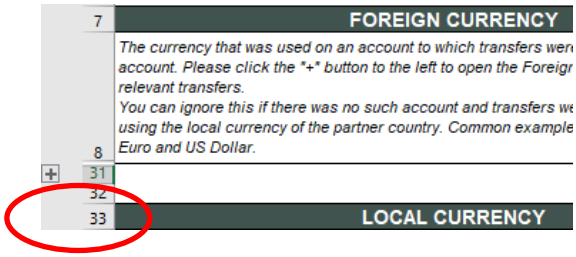
TAB “Rates”

For the transfers introduced in this tab the template will automatically calculate the rate. You just have to fill out the yellow cells: partner institution, transaction date, gross amount in EUR as deducted from the Belgian account and net amount in foreign currency as added to the partner account. Based on these transfers the average rate will be calculated automatically.

Transfer	Partner institution	Transaction date	Amount in EUR	Amount in foreign currency	Exchange rate
Transfer 1	Jimma University	01Jan2023	30.000,00	35.000,00	0,857142857143
Transfer 2	Jimma University	02Feb2023	20.000,00	22.000,00	0,909090909091
Transfer 3	Mountains of the Moon University	03Mar2023	10.000,00	100.000,00	0,100000000000

The tab has 2 sections: foreign currency and local currency.

Foreign currency (starting line 7): When a transfer from EUR to local currency needs an intermediary transfer. You can ignore this if the transfer goes immediately from EUR to local currency;



In the format foreign currency is hidden.

Local currency (starting line 33) is the local currency used in the “Partner expenditures”.

Per partner institution an average exchange rate is calculated:

LOCAL CURRENCY		
The currency from the local account (i.e. the currency of the partner country).		
Partner institution	**Local currency**	**Average exchange rate**
Jimma University	ETB	5,263157894737
Mountains of the Moon University	UGX	1,500000000000

TAB “Partner expenditures”

In the column “Rate type” you can choose one method for the whole project duration out of the 3 allowed methods:

Partner institution	Amount local	Rate type	Local currency	Foreign currency	Exchange ForCur/LocCur	Amount ForCur	Exchange ForCur/EUR	Amount EUR
Jimma University	1.000,00	Average rate	ETB	USD	5,263158	190,00	0,877193	166,67 €
Mountains of the Moon University	2.000,00	Average rate	UGX	USD	1,500000	1.333,33	0,100000	133,33 €
Jimma University	3.000,00	Average rate	ETB	USD	5,263158	570,00	0,877193	500,00 €
Jimma University	4.000,00	Average rate	ETB	USD	5,263158	760,00	0,877193	666,67 €

- **Average rate** = this rate will be automatically calculated
  The expenditures will be converted at the weighted average rate per activity year. This rate will also be used for the balance to the next activity year. This is the easiest way of calculating with the disadvantage that the final rate is only known at the end of the activity year.
- **Rate per transfer** = this rate needs to be filled out manually
  All expenditures will be calculated at the rate of the amount transferred which means that you have to keep track on the expenses per transfer.
- **Daily rate** = this rate needs to be filled out manually
  To determine the rate of the transfer you can also use the daily rate of an online converter on the date of the transfer.
  e.g. https://www.oanda.com/currency-converter

Balance

The balance from one activity year to the next should be made as a balance transfer.

For example partner X received 2 transfers for a total amount of 560.000 BIRR at an average exchange rate of 50,9090.

Partner institution	Local currency	Average exchange rate
partner x	BIRR	50,909090909091

Transfer	Partner institution	Transaction date	Amount in foreign currency	Amount in local currency	Exchange rate
Transfer 1	partner x	01Jan2023	10.000,00	500.000,00	50,000000
Transfer 2	partner x	30May2023	1.000,00	60.000,00	60,000000
Total			**11.000,00**	**560.000,00**	

At the end of the year a balance of 10.000 BIRR was not spent. In the tab “Rate(s)” in the activity year X+1 the balance of 10.000 BIRR has to open the transfer list at the average rate of the year X :

LOCAL CURRENCY		
The currency from the local account (i.e. the currency of the partner country).		
Partner institution	**Local currency**	**Average exchange rate**
partner x	BIRR	54,845451291466

Transfer	Partner institution	Transaction date	Amount in foreign currency	Amount in local currency	Exchange rate
Balance	partner x	Balance	196,42	10.000,00	50,909009
Transfer 1	partner x	15Oct2024	5.000,00	275.000,00	55,000000
Total			**5.196,42**	**285.000,00**	

REPORTING

Contents

The annual project report consists of a narrative (Annual Progress Report) and financial report (Annual Financial Report) for the activity year covering the period starting on September 1st 2XXX and ending on August 31st 2XXX+1.

Formats and submission

The annual reporting will be organised through a VLIR-UOS online platform. Projects are required to comply to VLIR-UOS reporting requirements. The use of incorrect formats or incomplete reporting makes the reporting inadmissible

Each project report must be approved by the relevant authorized persons of the specific Flemish institution before submission to VLIR-UOS.

The annual reporting will take place via the appropriate platform. VLIR-UOS will inform the project promoters and relevant administrators from the Flemish and the partner institutions in a timely manner regarding the details of the submission process.

Submission deadlines are fixed by the Bureau UOS. Each Flemish institution has its own reporting submission planning and is responsible for the communication of deadlines to the individual projects and setting-up a system to meet the agreed deadlines.

Institutions are expected to meet certain intermediate submission deadlines for their first submission as decided by the Bureau UOS. The ultimate deadline cannot be later than December 15th. The Flemish and partner project promoters need to adhere to the deadlines set out by the Flemish institutions as these need time to control and process the reporting of all its projects. By December 15th all Flemish institutions need to have submitted 100% of project reports.

The reporting formats are available on the VLIR-UOS website.

Traject flankerende maatregelen
Voorstel omtrent flankerende maatregelen/incentives voor tijdige en kwaliteitsvolle rapportering zal verder uitgewerkt worden.

JUSTIFICATION OF SPECIFIC COSTS

In addition to all the specific justifications mentioned below a piece of evidence, integration in the accounting system and a proof of payment are also mandatory for all costs.

Accommodation (under B4 or B5)

1. Hotel costs

Definition: Hotel costs are the costs incurred for the stay in a hotel, an Airbnb or other accommodation for maximum 21 nights.
Threshold: The amount depends on the country and the indicative maximum established for federal officials. An up-to-date overview of these maxima is available on the VLIR-UOS website (valid till 15 February 2023 and valid from February 15th 2023 onwards).
Justification: A piece of evidence mentioning dates of overnight stays, guest name, price and taxes.

❗ Costs of meals, mini-bars, phone bills, internet etc. incurred in the hotel or other accommodation are covered by the per diem.

2. Housing rent

Definition: Housing costs for a stay that is not part of a scholarship.
Justification: For housing allowances the piece of evidence is the signed rental agreement.

❗ It is non-eligible to pay housing allowances if staying in their own home.

Allowances

An allowance is a sum granted as a reimbursement or bonus for expenses for a person that is not contractually linked to the project, neither as a staff member or under another (service) contract. These allowances need to be limited (indicatively below 375 EUR per person per year):

Threshold: The allowance is attributed according to the local rates.

Justification:

- For data collection a list mentioning the services delivered, period of the service rendered, amount paid and currency, name of the beneficiary and their signature;
- For Stakeholder Advisory Boards a dated agenda of the meeting and a signed list of the beneficiary and their functions.

❗ For an allowance above 375 EUR per person per year a service contract should be made.

Bank costs (under E)

Definition: Bank costs are costs charged by the bank for the amounts linked to the project such as cash withdrawals, opening an account, …

❗ Money transfer costs may be included in the exchange rate.

Catering (under B1 or B2)

Definition: All drinks and meals in the context of trainings, events, meetings etc.
Justification: Invoice or other piece of evidence mentioning the number of participants.

❗ Alcoholic beverages, tobacco and derivative products are non-eligible costs.

CO2 compensation (under B4)

Definition: Financing of CO2 compensation is only possible:

- Through a recognised intermediary actor, approved by VLIR-UOS, if added to the cost of a plane ticket;
  OR
- Through an internal climate fund, approved by VLIR-UOS, whereby the budget is used for project funding leading to real CO2 compensation, not for research. The projects need to be approved in advance by VLIR-UOS.

VLIR-UOS policy framework for sustainable mobility being composed of the respective policy frameworks of all individual Flemish institutions, will serve as the global system description at the level of VLIR-UOS. Only in case of changes in this framework there is a need to update and report on it as part of the annual reporting.

Financial justification: Invoice mentioning the added cost for CO2 compensation.

CO2 justification:

DGD expects an annual report over CO2 emission and its compensation at the level of VLIR-UOS. To enable VLIR-UOS to draft such a report, information on mobility in the context of VLIR-UOS projects should be provided by the Flemish institutions.

As an annex to the annual reporting on "Organisatiekosten", each Flemish university as well as VLHORA for all Flemish universities of applied sciences and arts will report on mobility in the context of VLIR-UOS projects for the respective activity year in the following way:

- The total number of flights, international and domestic, as organised and paid for by the Flemish institution, with information per flight, in so far that these data can be made available by the respective travel agent(s) / airline(s) that the institution works with;
- The total number of flown miles of the flights mentioned above
- The number of tonnes of CO2 emitted through the abovementioned flights, that were offset through CO2 compensation measures
- Total amount spent on CO2 compensation with reference to the recognised intermediary actor, e.g. CO2Logic

- Impact of sustainable mobility policy on the travel behaviour: evolution in the numbers listed above with some explanation, if relevant.

For an internal fund: additionally, a detailed report mentioning the respective budgets transferred to the respective projects. A document including a description of the set-up and functioning of the climate fund as well as the justification of it in the context of the institution's own policy, is to be submitted to and approved by VLIR-UOS. Major changes in the system, or deviations in reporting, need to be reported to and approved by VLIR-UOS

Communication costs (under B1)

1. Monthly amount

Definition: Monthly amount, fixed or variable, per team member for communication. It is important to be able to link the telephone number with a project team member.
Justification: The following documents are mandatory:

- Contract with the provider;
- Invoice with an amount per telephone number;
- List of team members and telephone numbers;
- Internally approved note fixing the amount attributed per team member related to the project.

2. Telephone cards

Definition: Telephone cards bought for temporary operational activities.
Justification: Proof of purchase of the card or if this proof is not available a declaration stipulating the amount attributed for the activity to an individual.

Coordination costs

Justification: The institutions are accountable for these amounts and, if required during an external audit or control by DGD, should provide the following supporting documents as approved by DGD:

- In case of Flemish HEIs: A description of the relevant regulation at the level of all Flemish HEIs;
- In case of local HE&SIS: A description of the regulation at the level of the local HE&SI;
- The project agreement between the involved institutions, project promoters and VLIR-UOS;
- An acknowledgement of receipt, signed by the representative of the institution.

Meeting rooms (under B1or B2)

Definition: Rental of meeting rooms for events, seminars, conferences, workshops etc. Catering and accommodation may be included in this budget/invoice.
Justification: Invoice or another piece of evidence.

- Subletting of all kinds to itself is non-eligible.
  Using a meeting room within the institution can only be charged to the project if there is an internal procedure with determined prices for all departments within the institution, with, if possible, a preferential rate due to the VLIR-UOS funding of the institution.
- Alcoholic beverages, tobacco and derivative products are non-eligible costs.

Per diem (under B4 or B5)

Traject per diem
Vaak komen bij de toepassing van per diem regels vragen naar boven. Dit traject beoogt om dit te verhelderen en eventueel hierrond het Financial Framework aan te passen.

1. International short stay

Definition: An international per diem for a short stay is a lump sum compensation to cover the living expenses when traveling as part of the execution of a project in a country other than the country of residence.

The per diem is granted proportionate to the number of nights spent in the foreign country, with a maximum of 21 nights. The amounts stated are granted regardless of the academic degree of the person involved.

Threshold: The amount depends on the country and may not exceed the maximum established for federal officials. An up-to-date overview of these maxima is available on the VLIR-UOS website (valid till February 15th 2023 and valid from February 15th 2023 onwards).

2. International long stay

Definition: An international per diem for a long stay is a lump sum compensation to cover the living expenses when a staff member (or affiliated person) of a Flemish institution is traveling as part of the execution of a project in a country other than the country of residence.

The per diem is granted in case a staff member (or affiliated person) remains in a VLIR-UOS partner country for longer than 21 days - with a maximum of 183 days - the daily allowance is reduced to maximum 60%, to be applied from the first day on. Longer stays with VLIR-UOS funding are not eligible.

The maximum rates for hotels as listed on the VLIR-UOS website (valid till February 15th 2023 and valid from February 15th 2023 onwards) also apply for long stays, though VLIR-UOS expects any project to be managed in line with the general principles of economy, and find more cost-efficient options.

3. Local per diem

Definition: A local per diem is a daily lump sum compensation paid to cover **expenses** when traveling to another place - outside the city of duty - to perform duties as part of the project.

Threshold: Local per diem is maximum 25 EUR/day. All deviations from this daily amount should be requested before the start of the project and local legislation should support this request.

Personnel costs (under C1 and C2)

[CAP note EY of February 22nd 2020]

Justification:

- Employment contract or proof of appointment to the institution in case a contract cannot be provided;
- And salary slip;

- And documentation through which it is possible to verify time spent on the project and reconcile amount charged to the programme and personnel cost incurred (such as analytical accounts). The reason for this is being able to properly reconcile and recalculate time spent on the programme i.e. time charged on the programme. Any confirmation of % allowing the link to the amounts mentioned on the salary slip to the amount accounted for is acceptable.
- Additional for topping-up: description of the amount per person and the reason why it is paid with reference to the project.

Refundable Import Duties (under A or B)

[see also in the project agreement]

The partner institution is committed to ensure that all equipment and consumables, to be supplied in the context of the project and to be imported into the country of the partner institution, are exempted from custom duties or any other type of taxation or other restrictive rights. If provided by the laws applicable in the country of the partner institution, the partner institution shall submit the project for approval to the official authorities in order to obtain authorisation for tax exemption. In case no exemption for import duties can be acquired, import duties can be accepted as a project cost. All parties are encouraged to apply for an exemption to ensure better cost-efficiency. In the exceptional case when there are import duties for import to Belgium, these can be accepted as a project cost. All costs of shipping materials and equipment, including packaging, transport and insurance, can be reimbursed. Local costs (storage, customs clearance, handling costs, local transport and so on) can be reimbursed.

Programme Specific rules for IUC and NETWORK.

Refundable VAT (under A or B)

Value added tax can be waived on purchases of goods(not on services) made in Belgium intended for export to the partner country. The actors involved in the execution of the project must take the appropriate structural steps with regard to exemption to VAT on all purchases in the stated project, based on the VAT exemption number of the Flemish institution.

Threshold: VAT may however be charged to the project budget:

- For purchases of not more than 1.000 EUR/item, VAT exclusive;
- Or when proof is delivered that VAT reimbursement was denied.

Representation costs (under B1)

Definition: Representation costs are incurred by staff members of the project team on a project visit or meeting. In addition to meals and reception costs, small gifts are also acceptable.
Threshold: In section 2 for SI, TEAM, ICP CONNECT, ITP, IUC, GM and ORG.
Justification: Supporting documents are required and are indicating:

- The purpose: catering, reception costs, small gifts,…
- The list of names and functions in case of events, lunches, dinners,..

- The general principles of thrift, efficiency and effectiveness should be taken into account.
- Alcoholic beverages, tobacco and derivative products are non-eligible costs.
- Be vigilant for double funding within these cost types: meeting rooms, per diem, representation costs and dissemination & uptake.

Service contract (under B1, B2 or B3)

Definition: Services delivered and costs made by external experts - not under an employment contract to the Flemish or the partner institution. A service contract is limited in time – within the duration of the project - and usually strongly activity related.

Justification: Service contract stipulating the content of the assigned mission and an invoice.

- Social legislation should be respected.
- For smaller services and less than 375 EUR per person and activity year - (e.g. a farmer delivering small services) the compensation for the services is considered an allowance which doesn't require an invoice.
- Subcontracting or consultancy for key tasks in the project which belong to the "core business" is non-eligible.

Traveling by Vehicle (under A2, B4 or B5)

A sustainable mobility policy should be implemented.
When choosing the means of transport practicability and value for money must be taken into account.

Justification depends on the vehicle taken:

1. **Rental or shared vehicle**
   An invoice mentioning the distance, destination or period.

2. **Taxis**
   Justification made by the driver mentioning date, destination, price and identification;
   or
   Declaration on honour mentioning date, destination, price and purpose.

3. **Project financed vehicle**
   All vehicles purchased within the project budget are managed using a logbook to make a distinction between project related travel and all other non-project related travel.

4. **Private vehicle in Belgium**

- Justification for the distance mentioned;
- Number of mileages charged according to the Belgian legal mileage compensation;
- The Flemish institution may deviate from this legal compensation upon request by submitting the institutional procedure for journeys by private car when this procedure would deviate from the earlier mentioned compensation.

5. **Private vehicle locally**

- Justification for the distance mentioned;
- Number of mileages charged according to the partner institution determined procedure for compensation. This compensation may never be higher than the legal compensation for journeys within Belgium.

Traveling by Plane (under B4 or B5)

Standard economy class tickets.

Justification:

- Invoice of airline or travel agency or the internet reservation stating the price of the ticket, the itinerary, the flight date and flight reference;
- Proof of travel: Boarding passes or alternative means to prove the flight took place: visa stamp, link to hotel invoices, report of the journey's outcome,…

- A sustainable mobility policy should be implemented.
- When choosing the itinerary, the elements of safety, cost-efficiency must be taken into consideration.

CONTROL

An expenditure may be charged to the grant if and only if:

- The cost is identifiable and **verifiable;**
- The cost is necessary to achieve the **outcomes** or to manage the project;
- The cost is not **double financed.**

To guarantee these conditions several controls are in place:

Internal control

There are various levels of internal control:

- VLIR-UOS (sample based – yearly)
- Flemish institution (sample based – yearly)
- Partner institution

External control

There are various levels of external control, including:

- The Account commissioner or the Company auditor of VLIR-UOS;
- External Auditor commissioned by each Flemish institution;
- External Auditor commissioned by VLIR-UOS;
- Control service of DGD;
- External Auditor commissioned by DGD
- The Court of Audit.

[see also in the project agreement]

The timing for requesting invoices or documents in proof is part of the annual recurrent planning for audit or control activities that will be communicated to the Flemish and partner promoter and institution in accordance with the agreements made between VLIR-UOS, the VLIR Accounts' Commissioner, DGD, or the Auditor's Office. All invoices and documents of justification must be kept at the Flemish and partner institution for expenses made respectively from the Flemish and partner bank account for at least 4 years after the end of the Five-Year Programme to which this project applies and be in compliance with Belgian and the relevant partner legislation and institutional guidelines.

Traject controle
Applying the single audit principle, each audit must be able to take into account the scope and results of the previous one.
VLIR-UOS will discuss its multi-layered control system in 2023.

Section 2 – Financial rules per programme

The financial rules specific to the different VLIR-UOS funded programmes (different/more specific than the rules in section 1) are mentioned below. At several places, good practices/guidelines are mentioned (not rules).

SHORT INITIATIVE (SI)

Countries	Countries – general rules No additional partner countries or specific rules.
Project duration	2 years maximum. No extension is possible.
Spending rate	Maximum flexibility.
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Budgeting	Free. The project is free to spread the total budget over the different activity years. ***Good practice*** *Spread the budget in a way that takes into account a slow start in view of setting out administrative project management procedures, opening of local accounts, etc.*
Budget transfers	Budget Changes – general rules Between activity years: - Underspending approved annual budget: no limitations; - Overspending approved annual budget: no limitations within total amount of the budget and on the condition that project partners agree on prefunding.
Budget Line A. Investment Costs	Investment Costs – general rules **A2. Vehicles** This budget line is not available. The overall budget is too limited to consider purchasing a new car. ***Good practice*** - *Investment costs indicative max. of 25% of the total budget;* - *Major infrastructure works are to be avoided;* - *Purchasing motorcycles, second-hand cars and other type of transport when deemed absolutely necessary to obtain the project results, should be analysed thoroughly when formulating a budget;* - *Low budget transport types such as bikes are, of course, possible and even recommended.*

Budget Line B. Operational Costs	Operational Costs – general rules **B1. Representation costs** Threshold maximum 500 EUR/activity year. ***Good practice – Operational costs in Belgium*** *Operational costs in Belgium are to be kept to a minimum and are only allowed, providing they are instrumental in reaching the project objectives and were foreseen in the budget proposal, and/or justified in the Annual Progress Reporting.* ***Good practice - Service contracts*** - *Personnel-related service contracts should be linked to project activities and support operational activities;* - *An operational budget consisting mainly of service contracts is questionable;* - *Subcontracting or consultancy for key tasks in the project which belong to the "core business" is non-eligible so service contract should be for technical or non-technical ad-hoc support services (lab work, data collection and basic analysis) or consultants only selectively if no institutional experts nor Flemish expertise is available or too costly (travel).*
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts** This budget line is not available for Flemish institutions. **C2. Topping-up** This budget line is not available for Flemish institutions. Only a topping-up salary, awarded to partner institution staff to support specific project activities, are acceptable, on the condition that any topping-up salary is limited to an indicative maximum of 40% of the gross local salary. Persons that will receive a topping up are to be listed in the project proposal. ***Good practice*** - *The overall share of payment of individuals - personnel costs and service contracts - is to be kept to a minimum. An indicative amount of 25% of the budget going to combined personnel costs (C.) and service contracts (B.) is a good practice.* - *It is advised that topping-ups should be kept to a minimum since we consider that standard academic responsibilities are not to be attributed to the project since we regard this local personnel input as the matching fund from the partner institution.*
Budget Line D. Scholarship Costs	Framework for scholarships in Belgium that is applicable on the following budget lines: D1. Short term scholarship allowances in Belgium D2. Study scholarship allowances in Belgium

	D3. Research scholarship allowances in Belgium VLIR-UOS grants a general mandate to the Flemish institution and the partner institution to, if necessary, jointly establish operational criteria and procedures for the selection of candidates for short-term study or research stays in Belgium or elsewhere, which are in line with the general procedures and criteria established by VLIR-UOS and the Framework for scholarships in Belgium. In consequence, the selection of the scholars and the payment of the scholarship allowances are performed in the name and on behalf of VLIR-UOS. The selection of the candidate must fit within the project logic, and must aim at sustainable capacity building. Scholarships may only be awarded to individuals with an affiliation to the partner institution, limited to persons with a nationality of an OECD-DAC country. If the affiliated scholar (of an OECD-DAC country) has a different nationality of the country the partner institution is located in, the scholar may receive scholarships provided there is sufficient assurance of long-term commitment within the institution. ***Good practice – D3. Research scholarship*** *As a general principle research scholarship support within a Short Initiative project is exceptional and to be well motivated/complementary to existing support schemes since the time and budget framework of an SI does not suffice to start a new and full PhD scholarship trajectory. However, it can be seed or harvest money.* ***Good practice – D4. D5. D6. Local scholarship*** *When awarding a local scholarship at level of a project, a good practice is that project partners enter into dialogue in order to have applied tuition fees at the level of the partner institution waived or limited, testifying hereby the support for the project from the partner university in the form of a matching fund.*
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs are fixed based on the approved budget and are divided under the umbrella of equal partnerships: **E1. Coordination costs at the level of the Flemish institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. **E2. Coordination costs at the level of the partner institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. The distribution of the coordination costs within subcategory E1 and/or E2 in case there are multiple partners can be decided by the parties involved but is to be clear ideally when submitting the project and budget proposal.

TEAM

Applies to TEAM projects started after 31/08/2022

Countries	Countries – general rules No additional partner countries or specific rules.
Project duration	5 years maximum. No extension is possible.
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Spending rate	A 50 % spending rate is obliged after activity year 2 (50% of initially planned budget of Y1+Y2) and 45% of the total budget after activity year 3 (cumulative for Y1-Y3).
Budgeting	The project is free to spread the total budget over the different activity years, insofar the spending rates are taken into account. ***Good practice*** *Spread the budget in a way that takes into account a slow start in view of setting out administrative project management procedures, opening of local accounts, etc.*
Budget transfers	Budget Changes – general rules Between activity years: - Underspending approved annual budget: no specific limitations, in-sofar the applicable spending rates after year 2 and 3 are respected; - Overspending approved annual budget: no limitations within total amount of the budget and on the condition that project partners agree on prefunding.
Budget Line A. Investment Costs	Investment Costs – general rules No specific rules. ***Good practice*** *Investment costs indicative max. of 25% of the total budget.* *Major infrastructure works are to be avoided.*
Budget Line B. Operational Costs	Operational Costs – general rules **B.1. Representation costs**: Threshold maximum 500 EUR/activity year ***Good practice – Operational costs in Belgium*** *Operational costs in Belgium are to be kept to a minimum and are only allowed, providing they are instrumental in reaching the project objectives and were foreseen in the budget proposal, and/or justified in the Annual Progress Reporting.*

	Good practice - Service contracts - *Personnel-related service contracts should be linked to project activities and support operational activities;* - *An operational budget consisting mainly of service contracts is questionable;* - *Subcontracting or consultancy for key tasks in the project which belong to the "core business" is non-eligible so service contract should be for technical or non-technical ad-hoc support services (lab work, data collection and basic analysis) or consultants only selectively if no institutional experts nor Flemish expertise is available or too costly (travel).*
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts** This budget line is not available for Flemish institutions. **C2. Topping-up** This budget line is not available for Flemish institutions. Only a topping-up salary, awarded to partner institution staff to support specific project activities, are acceptable, on the condition that any topping-up salary is limited to an indicative maximum of 40% of the gross local salary. Persons that will receive a topping up are to be listed in the project proposal. ***Good practice*** - *The overall share of payment of individuals - personnel costs and service contracts - is to be kept to a minimum. An indicative amount of 25% of the budget going to combined personnel costs (C.) and service contracts (B.) is a good practice.* - *It is advised that topping-ups should be kept to a minimum since we consider that standard academic responsibilities are not to be attributed to the project since we regard this local personnel input as the matching fund from the partner institution.*
Budget Line D. Scholarship Costs	Framework for scholarships in Belgium that is applicable on the following budget lines: D1. Short term scholarship allowances in Belgium D2. Study scholarship allowances in Belgium D3. Research scholarship allowances in Belgium VLIR-UOS grants a general mandate to the Flemish institution and the partner institution to, if necessary, jointly establish operational criteria and procedures for the selection of candidates for short-term study or research stays in Belgium or elsewhere, which are in line with the general procedures and criteria established by VLIR-UOS and the Framework for scholarships in Belgium. In consequence, the selection of the scholars and the payment of the

	scholarship allowances are performed in the name and on behalf of VLIR-UOS. The selection of the candidate must fit within the project logic, and must aim at sustainable capacity building. Scholarships may only be awarded to individuals with an affiliation to the partner institution, limited to persons with a nationality of an OECD-DAC country. If the affiliated scholar (of an OECD-DAC country) has a different nationality of the country the partner institution is located in, the scholar may receive scholarships provided there is sufficient assurance of long-term commitment within the institution. ***Good practice - Local scholarship D4. D5. D6.*** *When awarding a local scholarship at level of a project, a good practice is that project partners enter into dialogue in order to have applied tuition fees at the level of the partner institution waived or limited, testifying hereby the support for the project from the partner university in the form of a matching fund.*
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs are fixed based on the approved budget and are divided under the umbrella of equal partnerships: **E1. Coordination costs at the level of the Flemish institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. **E2. Coordination costs at the level of the partner institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. The distribution of the coordination costs within subcategory E1 and/or E2 in case there are multiple partners can be decided by the parties involved but is to be clear ideally when submitting the project and budget proposal.

ICP CONNECT

Countries	Countries – general rules For ICP Connect projects that started their Phase I in 2017, the following exit countries can continue to be supported, without budget limitations: Mozambique, Nicaragua, Zimbabwe. However, no new partnerships can be started in these countries. All students, regardless of their nationality, can receive (limited) financial compensation for travel expenses and other expenses for activities in countries not on the VLIR-UOS country list are allowed. The condition is that the activities must fit within the finality of the ICP Connect project.
Project duration	5 years maximum per phase. Phase extension is not possible.
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Spending rate	90% of the annual - approved or realigned - budget.
Budgeting	Free. The project is free to spread the total budget over the different activity years
Budget transfers	Budget Changes – general rules Between activity years: - Underspending: Maximum 10% of the approved annual or - if applicable - realigned budget - Overspending: Maximum 20% of the approved annual or - if applicable - realigned budget, while not surpassing the total project budget and on the condition that project partners agree on prefunding. Budget transfers of balance (or overspent) to next activity year happens automatically. No transfer request to VLIR-UOS is needed. Budget transfers are only possible from one activity year to the next (within a given project phase).
Budget Line A. Investment Costs	Investment Costs – general rules **A2. Vehicles** This budget line is not available.
Budget Line B. Operational Costs	Operational Costs – general rules **B1. Representation costs** Threshold maximum 500 EUR/activity year. **B4. and B5. Mobility** Framework ICP Travel Grant & Bench Fee

	- **ICP Bench Fee** An ICP Bench Fee is a financial compensation to the host unit (institution or department/unit) to support the mobility to and stay of a person at the host unit. It is a contribution to the cost of providing workspaces and laboratories, using study materials, research equipment, computing hardware and software, and the support and supervision of students enrolled in an ICP programme or students of partner institutions that make a project-related trip. These partner institutions need to be part of the ICP Connect network. - **ICP Travel Grant** An ICP Travel Grant is a financial compensation for students enrolled in an ICP programme, alumni or students of partner institutions to make a project-related trip. The trip can be part of the curriculum, such as an internship, fieldwork or a thesis, for which a student can acquire a number of credits. The ICP Travel Grant can also be used to participate in summer schools, group travels or other activities organized by the ICP Connect project. The relevance of the activity for which the travel grant is granted overall and for the study progress in particular is assessed by the study programme organisers.
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts** This budget line is also available for usage by Flemish institutions, excluding the salary of the promoter. **C2. Topping up** This budget line is not available. ***Good practice*** *There is an indicative max. 65% of the budget that may go to personnel costs over the total duration of the project, individual activity years may diverge from this percentage. This is not an absolute maximum, projects can diverge from this %, but will be asked to explain why they do so, both in the budget and/or the reporting.*
Budget Line D. Scholarship Costs	Framework for scholarships in Belgium that is applicable on the following budget line D1. Short term scholarship allowances in Belgium. Only short term allowances are available: D1. Short term scholarship allowances in Belgium D4. Short term scholarship allowances in partner country **D2. Study scholarship allowances in Belgium** This budget line is not available. **D3. Research scholarship allowances in Belgium** This budget line is not available. **D5. Study scholarship allowances in partner country** This budget line is not available.

	D6. Research scholarship allowances in partner country This budget line is not available.
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs are fixed based on the approved budget. In case of no additional contractual partners institutions in the Global South: **E1. Coordination costs at the level of the Flemish institution** Fixed at 10% of the sum of budget lines A-D of the initial budget In case of additional contractual partner institutions in the Global South: **E1. Coordination costs at the level of the Flemish institution** Fixed at 5% of the sum of budget lines A-D of the initial budget **E2. Coordination costs at the level of the partner institution(s)** Fixed at 5% of the sum of budget lines A-D of the initial budget. The distribution of the coordination costs within subcategory E1 and/or E2 in case there are multiple partners can be decided by the parties involved but is to be clear ideally when submitting the project and budget proposal.

ICP – SCHOLARSHIPS

Countries:	Countries – general rules For ICP Connect scholarships: Candidates must be nationals of one of the 29 eligible countries and must be a resident of one of these countries (not necessarily the same country) at the time of application • **17 partner countries**: Benin, Bolivia, Burundi, Cuba, DR Congo, Ecuador, Ethiopia, Indonesia, Kenya, Morocco, Peru, Philippines, Rwanda, South Africa, Tanzania, Uganda and Vietnam; • **12 additional countries for scholarships**: Burkina Faso, Cambodia, Cameroon, Guinea, Haiti, Madagascar, Mozambique, Nicaragua, Niger, Palestine, Senegal and Zimbabwe.
Budgeting:	According to contract, calculations made by VLIR-UOS
Project duration	The ICP Scholarships contract concerns the funding, modalities and management of the scholarships awarded to the Flemish institution's ICP Connect projects. The scholarship budget amounts to a maximum yearly intake of: - Annual intake of 12 / 10 new 1st year scholarships per study programme per academic year (Phase 1/2) (for programmes of 60-90-120 ECTS); Annual intake of 8 / 7 new 1st year scholarships per programme per academic year (Phase 1/2) (for programmes of 180 ECTS).

Budget transfers	Not applicable
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Spending rate	Actual expenditures
ICP – SCHOLARSHIPS has specific budget lines:	
	D. Study allowance Framework for scholarships in Belgium
	D. Airline ticket and exceptional extra travel costs Framework for scholarships in Belgium Costs of airline ticket is indicatively budgeted at 700 EUR one way. The most cost-efficient travel should be considered. If the price of a one-way ticket is higher than 2.000 EUR, VLIR-UOS approval prior to making the cost is required. **Cutoff rule for ICP SCHOLARSHIP airline tickets:** Students starting their programme in activity year X can book a flight with a departure date starting from July 1st of activity year X-1. The flight can be reported in activity year X. Students finalizing their programme in activity year X can book a flight with a final departure date before October 31st of activity year X+1. The flight can be reported in activity year X.
	D. Other costs Framework for scholarships in Belgium These are personal additional costs: Indirect (inter)national travel costs (exceptional additional reimbursed indirect travel costs), Covid-related costs, project related travel costs, other scholar-related costs.
	E1. Coordination costs Coordination costs – general rules The coordination costs are fixed at 10% of the real expenditures (budget lines A-D) of the Flemish institution.

INTERNATIONAL TRAINING PROGRAMME (ITP)

Countries	Countries – general rules **17 partner countries**: Benin, Bolivia, Burundi, Cuba, DR Congo, Ecuador, Ethiopia, Indonesia, Kenya, Morocco, Peru, Philippines, Rwanda, South Africa, Tanzania, Uganda and Vietnam **12 additional countries are eligible for scholarships**: Burkina Faso, Cambodia, Cameroon, Guinea, Haiti, Madagascar, Mozambique, Nicaragua, Niger, Palestine, Senegal and Zimbabwe.
Project duration	3 years maximum. No extension is possible.
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Spending rate	Maximum flexibility.
Budgeting	Free. The project is free to spread the total budget over the different activity years
Budget transfers	Budget Changes – general rules Underspending approved annual budget: no limitations; Overspending approved annual budget: no limitations within total amount of the budget and on the condition that project partners agree on prefunding.
Budget Line A. Investment Costs	Investment Costs – general rules **A2. Vehicles** This budget line not available.
Budget Line B. Operational Costs	Operational Costs – general rules **B1. Representation costs** Threshold maximum 500 EUR/activity year. **B4. and B5. Mobility** International Mobility & Subsistence (B4) or Local Mobility & Subsistence (B5) should not be used to replace scholarships (D). As 8 trainees with a scholarship per training edition are a minimum, trainees who do not receive a scholarship but who are enrolled in an ITP can also receive limited financial support in the framework of the ITP project (e.g., operational costs such as transport costs, activity-based costs, …).
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts**

	This budget line is also acceptable for Flemish institutions, excluding the salary of the promoter. **C2. Topping-up** Only a topping-up salary, awarded to partner institution staff to support specific project activities, are acceptable, on the condition that any topping-up salary is limited to an indicative maximum of 40% of the gross local salary. Persons that will receive a topping up are to be listed in the project proposal. ***Good practice*** *It is advised that topping-ups should be kept to a minimum since we consider that standard academic responsibilities are not to be attributed to the project since we regard this local personnel input as the matching fund from the partner institution.*
Budget Line D. Scholarship Costs	**8 trainees with a scholarship per training edition at minimum.** Scholarship candidates must be a national and resident of one of the 29 VLIR-UOS scholarship countries. Exceptionally, candidates of a different nationality who work for a target organisation in an ITP partner country may be given a scholarship. Framework for scholarships in Belgium that is applicable on the following budget line D1. Short term scholarship allowances in Belgium. Only the budget lines D1. Short term scholarship allowances in Belgium and D4. Short term scholarship allowances in partner country are available. **D2. Study scholarship allowances in Belgium** This budget line is not available. **D3. Research scholarship allowances in Belgium** This budget line is not available. **D5. Study scholarship allowances in partner country** This budget line is not available. **D6. Research scholarship allowances in partner country** This budget line is not available. For **hybrid/online scholarship** allowances the maximum amount for a hybrid or online scholarship allowance is the amount foreseen for a training held in Belgium.
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs are fixed based on the approved budget and are divided under the umbrella of equal partnerships (if applicable): In case of no additional contractual partner institutions in the Global South: **E1. Coordination costs at the level of the Flemish institution** Fixed at 10% of the sum of budget lines A-D of the initial budget In case of additional contractual partner institutions in the Global South: **E1. Coordination costs at the level of the Flemish institution**

	Fixed at 5% of the sum of budget lines A-D of the initial budget **E2. Coordination costs at the level of the partner institution(s)** Fixed at 5% of the sum of budget lines A-D of the initial budget. The distribution of the coordination costs within subcategory E1 and/or E2 in case there are multiple partners can be decided by the parties involved but is to be clear ideally when sub-mitting the project and budget proposal.

INSTITUTIONAL UNIVERSITY COOPERATION (IUC)

Applies to all IUC and NETWORK projects that started (phase 1 or continued into phase 2) in FYP2

Countries	Countries – general rules No additional partner countries or specific rules
Budgeting	Fixed yearly budgets per project Phase (Phase In, Phase 1&2, Phase Out)
Project duration	Following phases exist (each phase contracted separately): - Phase In (year '0'): preparatory phase during 1 to 2 years - Phase I: 5 years - Phase II: 5 years - Phase out: 2 years
Budget transfers between years:	Budget Changes – general rules - Underspending: Max. 10% of the approved annual or (if applicable) realigned budget - Overspending: Maximum 20% of the approved annual or (if applicable) realigned budget, while not surpassing the total project budget and on the condition that project partners agree on prefunding. Budget transfers of balance (or overspent) to the next activity year happens automatically (no transfer request to VLIR-UOS is needed). Budget transfers are only possible from one activity year to the next (within a given project phase).
Instalments	Instalments – general rules Always follow the original multi-annual planning and initial budget distribution over activity years, as detailed in the contract.
Reporting	Reporting – general rules Projects report on annual planned/realigned budget. Annual Reporting deadline is determined by contracting Flemish institution, in line with VLIR-UOS general timeline for reporting.
Spending rate	90% of the annual (approved or realigned) budget.
Budget Line A. Investment Costs	Investment Costs – general rules

	As the budget for investments of IUC project is considerable special attention to the following points of Section 1 is requested: - Inventory; - Transfer to beneficiary at the latest at the end of the IUC Phase-out; - Import duties: in contradiction to the general rule, import duties will not be financed in IUC project. If exemption of taxes and other related costs payable under the laws of the country of the partner institution is not granted, the partner institution shall pay these duties for the goods it will receive from its own resources.
Budget Line B. Operational Costs	Operational Costs – general rules Operational costs at the Flemish level are exceptional, but a compensation of unit costs for the Flemish coordinator of the IUC (10.000 EUR/year) & Flemish Team Leader (2.000 EUR/year/subproject) are foreseen and technically allocated under the Project Support Unit (PSU) budget (see infra). **B1. Representation costs** Threshold maximum 500 EUR/activity year. **B4. and B5. Mobility** Traveling by Car: Mileage fund allowed in case a project vehicle is purchased. All projects that make use of the project car tap into this system paying mileage to a specific fund managed at level of the Project Support Unit. In this case the most important expenditures related to this vehicle should be covered by the fund and no recurrent costs of the vehicle can be budgeted for separately. The applied mileage allowance should be realistic and ideally not exceed the Belgian kilometre allowance, except if it can be substantiated that basic costs cannot be covered otherwise. The institutions should determine the costs within the fund: driver, insurance, spare parts car, fuel,... As a consequence these type of costs cannot be charged separately.
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts** This budget line is not available for Flemish institutions. **C2. Topping-up** This budget line is not available.
Budget Line D. Scholarship Costs	Framework for scholarships in Belgium is applicable on the following budget lines: D1. Short term scholarship allowances in Belgium D2. Study scholarship allowances in Belgium D3. Research scholarship allowances in Belgium VLIR-UOS grants a general mandate to the Flemish institution and the partner institution to, if necessary, jointly establish operational criteria and procedures for the selection of candidates for short-term study or research stays

	in Belgium or elsewhere, which are in line with the general procedures and criteria established by VLIR-UOS and the Framework for scholarships in Belgium. In consequence, the selection of the scholars and the payment of the scholarship allowances are performed in the name and on behalf of VLIR-UOS. Scholarships may only be awarded to individuals with an affiliation to the partner institution, limited to persons with a nationality of an OECD-DAC country. The selection of the candidate must fit within the project logic, and must aim at sustainable capacity building. If the affiliated scholar has a different nationality (not a national of the country the partner institution is located in, but from an OECD-DAC country), the scholar may receive scholarships provided there is sufficient assurance of long-term commitment within the institution. **Scholarship procedures to be part of IUC management manual** An IUC partnership project is to elaborate, as part of the management manual, clear scholarship procedures, with particular attention for the PhD Scholarships (part of D3 Research Scholarships in the VLIR-UOS Scholarship framework). ***Good practice – D3. Research scholarship*** *Considering that persons who are granted a research scholarship as part of a project are expected to be under contract at the partner institution, the IUC partner institution is expected to provide the necessary guarantees to the research/PhD scholar in terms of deloading from normal duties – academic and/or administrative so that sufficient time can be devoted to the scholarship.* *Along the same logic, within an IUC, scholars included in a PhD sandwich scholarship at a Flemish institution will not receive a scholarship when in their home country. By way of a matching fund, it is up to the partner institution to guarantee any required support to the PhD scholars when in their home country.* ***Good practice - D4. D5. D6.Local scholarship*** *When awarding a local scholarship as part of an IUC the local partner institution is expected to waive or limit tuition fees at the level of the partner institution, testifying hereby the support for the project from the partner university in the form of a matching fund.*
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs of the IUC project are fixed based on the approved budget and are divided under the umbrella of equal partnerships: **E1. Coordination costs at the level of the Flemish institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. **E2. Coordination costs at the level of the partner institution**

	Fixed at 5% of the sum of budget lines A-D of the initial budget.

IUC - Project Support Unit (PSU)

A PSU is a support unit for the implementation of an IUC partnership project. It is technically established as an IUC sub-project with as core result focus the effective and efficient implementation of the different project phases. Activities and related costs are all related to the overall coordination and management of the project, aiming at providing an enabling environment for a successful partnership.

A PSU budget is to be elaborated in a cost-effective manner. The budget is to be kept as limited as possible since the core of the budget is to be destined to the academic and transversal institutional strengthening subprojects.

Budget Line A. Investment Costs	Investment Costs – general rules **A2. Vehicles** The purchase of new vehicles is possible if instrumental for the attainment of objectives. Preferably to be procured during the Phase In project or year 1 of the project activities. **Good practice** *The major investment costs for the PSU/broad support to the sub-projects within the IUC are ideally made in the Phase-In to the extent possible; The installation of a Project Support Unit is foreseen during the Phase in year. However, if needed limited PSU infrastructural renewal (e.g., computers, office materials) is possible but needs to be limited.*
Budget Line B. Operational Costs	Operational Costs – general rules Operational costs are mainly related to the organisation of the Joint Steering Committee Meetings (JSCM); - Compensation of unit costs of the Flemish Coordinator (B1) (10.000 EUR/year). This is budgeted and reported as a lumpsum; - Compensation of unit costs of the Flemish Team leaders (B1) (2000 EUR/subproject/year within the IUC). This is budgeted and reported as a lumpsum; - Costs linked to the travels of the local and Flemish people involved in the coordination of the IUC (IUC coordinators, project manager, ICOS, …); - Exceptionally, Service contracts for ad hoc services facilitating IUC partnership exposure (e.g., website development of the IUC Project)
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts** This budget line is not available for Flemish institutions.

	Salary of the local project manager or 1 full time equivalent, as per partner university scales, is expected to be part of the budget. **C2. Topping up** This budget line is not available. ***Good practice*** *The principle of co-funding included within the IUC concept envisages that the partner university foresees in the enabling environment and support for an IUC partnership. However, the IUC project instals a Project Support Unit concept, and foresees in the payment of an IUC project manager (1 FTE) from the IUC PSU budget. Other support staff, such as an accountant, secretary, are, in principle, to be paid from the E2, or guaranteed by the partner university, exceptions to be agreed upon prior to IUC start-up.*
Budget Line D. Scholarship Costs	Not applicable.
Budget Line E. Coordination Costs	Coordination costs – general rules Technically the (total) coordination costs of an IUC are budgeted as part of the PSU subproject budget. **E1. Coordination costs at the level of the Flemish institution** Fixed at 5% of the sum of budget lines A-D of the initial budget. **E2. Coordination costs at the level of the IUC partner institution** Fixed at 5% of the sum of budget lines A-D of the initial budget.

GLOBAL MINDS

Flemish institution specific framework: Annex 3 to the Global Minds agreement between VLIR-UOS and the Flemish institution will be the institution specific policy framework that will be applied, on the condition that its fit or deviation from the standard financial framework of VLIR-UOS is documented and justified and that it is formally approved by VLIR-UOS.

Countries	Countries – general rules • 12 additional countries for scholarships: Burkina Faso, Cambodia, Cameroon, Guinea, Haiti, Madagascar, Mozambique, Nicaragua, Niger, Palestine, Senegal and Zimbabwe; • 8 additional countries for exploration: Bangladesh, Brazil, Colombia, Ghana, India, Sri Lanka, Suriname and Zambia. A maximum of 10% of a Global Minds budget can be spent on activities in these countries • The Flemish institution is free to limit its GM country list
Budgeting	Free. The project is free to spread the total budget over the different activity years
Project duration	5 years, no extension is possible.
Budget transfers between years	Budget Changes – general rules - Underspending: No limitations if the cumulative indicative spending rates are followed (see below). - Overspending: Maximum 20% of the approved annual or (if applicable) realigned budget, while not surpassing the total project budget. In case of higher overspending, approval by VLIR-UOS is required. Budget transfers of balance (or overspent) to the next activity year happens automatically. No transfer request to VLIR-UOS is needed. Budget transfers are only possible from one activity year to the next within a given project phase.
Instalments	Instalments – general rules
Reporting	Reporting – general rules
Spending rate	50% in activity year 1 and 75% cumulative from the second year on, both indicative (not leading to loss of budget)
Budget Line A. Investment Costs	Investment Costs – general rules **A2. Vehicles** This budget line is not available.
Budget Line B. Operational Costs	Operational Costs – general rules **B1. Representation costs** Threshold maximum 2.000 EUR/activity year.

	Flemish institutions may contract institutions in the Global South directly as part of their project. **B4. and B5. Mobility** For outgoing mobility: - For student travel grants there is a general framework: FYP2 Formeel Kader Reisbeurzen 2022-2027 - Flemish institutions have their own institutional specific framework (other student mobility are invoice based) For incoming staff mobility: Visitors are entitled to reimbursement of travel expenditures if they are affiliated with a (potential) partner institution or partner organisation in a country on the extended Global Minds country list (this means that a Japanese person affiliated with a university in Colombia can be funded). This applies to regular staff mobilities (e.g. as part of partnership development). As mentioned in section 1, experts and speakers may be charged regardless of nationality if their contribution is instrumental to the Global Minds programme.
Budget Line C. Personnel Costs	Personnel Costs – general rules This budget is to be used as efficiently as possible for specific activities that are needed for attaining the objectives, and as a general principle, to be kept limited. These costs cannot replace academic payroll costs and should focus on specific project or programme support and needs. **C1. Employment Contracts** Professional staff (ZAP) cannot be financed. For the implementation of the overall GM project and for the specific GM project activities - time-bound activities focus on specific GM project needs - can be included: - Academic staff (non-ZAP, lectors,..) - Technical and/or administrative staff (ATP, ICOS, GEO,…) **C2. Topping up** This budget line is not available.
Budget Line D. Scholarship Costs	Framework for scholarships in Belgium that is applicable on the following budget lines: D1. Short term scholarship allowances in Belgium D2. Study scholarship allowances in Belgium D3. Research scholarship allowances in Belgium For research scholarship (stricto sense no incoming mobility but scholarship) the nationality does apply, see scholarship framework (nationals and

	residents of a country on the list of partner or scholarship countries of VLIR-UOS), but with the addition of the 8 extra countries for GM, if part of the Flemish institution specific GM country list.
Budget Line E. Coordination Costs	Coordination costs – general rules The coordination costs of the Flemish institution are fixed at 10% on the total of budget lines A-D based on the approved budget. **E2. Coordination costs at the level of the partner institution** This budget line is not available. The coordination cost is a lump sum which covers administration and coordination costs and non-attributable institutional costs related to the project's institutional management (cf. section 1).

ORGANISATIEKOSTEN

Countries	Not applicable
Budgeting	Free, the project is free to spread the total budget over the different activity years
Project duration	5 years, no extension is possible.
Budget transfers between years:	- Underspending: Max. 10% of the approved annual or (if applicable) realigned budget - Overspending: Maximum 20% of the approved annual or (if applicable) realigned budget, while not surpassing the total project budget. In case of higher overspending, approval by VLIR-UOS is required. *Budget transfers of balance (or overspent) to the next activity year happens automatically (no transfer request to VLIR-UOS is needed). Budget transfers are only possible from one activity year to the next (within a given project phase).*
Instalments	Always follow the original multi-annual planning and initial budget distribution over activity years, as detailed in the contract.
Reporting	
Spending rate	90% of the annual (approved or realigned) budget.
Budget Line A. Investment Costs	Investment Costs – general rules Investments costs are possible under “Organisatiekosten” following the general rules (see section 1) though they need to be the exception.
Budget Line B. Operational Costs	Operational Costs – general rules **B1. Representation costs** Threshold maximum 2.000 EUR/activity year.
Budget Line C. Personnel Costs	Personnel Costs – general rules **C1. Employment Contracts**

	Also acceptable for Flemish institutions, excluding the salary of the promoter.
Budget Line D. Scholarship Costs	Does not apply.
Budget Line E. Coordination Costs	Coordination costs – general rules E1. The coordination costs of the Flemish institution are fixed at 10% of the total of budget lines A-C based on the approved budget.

POLICY SUPPORTING PROJECT (PSP)

This section will be further developed/updated in 2023. The administrative management of PSP projects (incl. contracting) will follow the regulations of ARES.

Annex

Verwijzingen naar koninklijk besluit van 11 september 2016 betreffende de niet-gouvernementele samenwerking, geconsolideerde versie 2021

KB Art 1 10°

"operationele kosten" : de kosten die noodzakelijk en essentieel zijn voor het bereiken van een of meerdere resultaten van de interventie van ontwikkelingssamenwerking. Deze kosten stoppen zodra de interventie wordt beëindigd of is voltooid;

KB Art. 19

De activiteiten van opleiding, van toekenning van beurzen en van wetenschappelijk onderzoek bedoeld om het ontwikkelingssamenwerkingsbeleid te ondersteunen zoals voorzien in artikel 27, § 3, van de wet, maken integraal deel uit van de programma's van de erkende institutionele actoren. De betrokkene institutionele actoren harmoniseren hun beurzen beleid in een gezamenlijke strategie die, per type beurs, ten minste de volgende elementen bepaalt :

1° de duur van de beurs;

2° het bedrag van de beurs en zijn berekeningsmethode;

3° de bijkomende kosten die in aanmerking komen voor terugbetaling.

KB Art 32

§ 1. De subsidie wordt uitbetaald volgens de jaarlijkse schijven die in het subsidiebesluit zijn voorzien.

§ 2. De schijven worden vrijgegeven op de volgende cumulatieve voorwaarden :

1° vanaf 15 januari van het betreffende jaar, of meteen na ontvangst van het financieringsbesluit wordt bij de administratie een schuldvordering ingediend;

2° de organisatie heeft conform artikel 47 of 48 in het jaar voorafgaand aan de indiening van de schuldvordering haar financieel rapport voorgelegd (deze voorwaarde is niet van toepassing op de eerste en tweede schijf);

3°dit financieel rapport toont een niet-besteed saldo van het programma dat lager is dan 25% van de laatste verantwoorde schijf van het programma, met inbegrip van de subsidie en, indien van toepassing, van de eigen inbreng. Voor de verantwoording van de eerste schijf wordt het hiervoor vermelde percentage gesteld op 50 %.

§ 3 Wanneer voorwaarde 3° van het eerste lid van paragraaf 2 niet wordt vervuld, kan de gesubsidieerde organisatie betaling van de schijf ontvangen op één van de volgende voorwaarden :

1° een uitgavenstaat voorleggen die aantoont dat het niet-bestede saldo van het programma lager is dan 25% van de laatste uitbetaalde schijf van het programma met inbegrip van de subsidie en, indien van toepassing, van de eigen inbreng;

2° een schuldvordering indienen die is verlaagd met het deel van het saldo van het programma dat het in voorwaarde 3° van het eerste lid van paragraaf 2 te verantwoorden minimum overschrijdt. Deze verlaging van de schuldvordering is onherroepelijk en betekent een vrijwillige verlaging van het budget van het programma en het bedrag van de subsidie.

Het eenvoudigweg overdragen van bedragen aan lokale partners wordt voor de onder 1° van het eerste lid bedoelde uitgavenstaat niet als uitgave beschouwd.

In het laatste jaar van het programma kan de organisatie betaling van de schijf ontvangen door een uitgavenstaat die het niet-bestede saldo van het programma op de datum van de indiening aantoont te combineren met een schuldvordering die is verlaagd met het deel van het saldo van het programma dat het in paragraaf 2, eerste lid, 3° voorziene te verantwoorden minimum overschrijdt. Deze verlaging van de schuldvordering is onherroepelijk en betekent een vrijwillige verlaging van het budget van het programma en het bedrag van de subsidie.

§ 4.Als in het laatste jaar van het programma een schuldvordering conform §§ 2 of 3 niet vóór 1 juli wordt ingediend, is een verlaging van de schuldvordering conform § 3, derde lid verplicht.

Deze verlaagde schuldvordering kan tot 90 dagen vóór het einde van het programma worden ingediend. Indien er binnen deze termijn geen schuldvordering is ingediend, wordt de organisatie geacht onherroepelijk te hebben afgezien van de laatste schijf.
§ 5. De normale betalingstermijn van de conform de §§ 2 of 3 ingediende schuldvordering is twee maanden. Wanneer deze termijn voor het referentiejaar niet wordt nageleefd, wordt de in paragraaf 2, eerste lid, 3°, in paragraaf 2, lid 2 en in paragraaf 3, eerste lid, 1° beoogde limiet van het niet bestede saldo verhoogd met 8 % per begonnen maand van vertraging.
§ 6.Wanneer het een gemeenschappelijk programma betreft, wordt het voldoen aan de voorwaarden voor het vrijgeven van de schijven van elke organisatie op het niveau van elke organisatie beoordeeld.

KB Art 33

§ 1. De middelen worden aangewend conform de principes van goed financieel beheer, namelijk spaarzaamheid, doelmatigheid en doeltreffendheid.
Het principe van spaarzaamheid bepaalt dat de toegepaste middelen in passende hoeveelheden en kwaliteiten en tegen de beste prijs ter beschikking worden gesteld.
Het principe van doelmatigheid doelt op de beste verhouding tussen de aangewende middelen en de behaalde ontwikkelingsresultaten.
Het principe van doeltreffendheid doelt op het bereiken van vastgestelde outcomes, en het behalen van de verwachte ontwikkelingsresultaten.

BK Art 34

§ 1. De middelen worden besteed conform het goedgekeurde budget en programma.
§ 2. Budgetaanpassingen kunnen op elk moment worden aangevraagd, tot 120 dagen vóór het einde van het programma.
§ 3. De goedkeuring van de aanpassingen door de directeur van de directie die binnen de administratie bevoegd is voor de niet-gouvernementele samenwerking is enkel vereist als de voorgestelde wijzigingen de volgende limieten overschrijden:
1° toegestane afwijking voor het totaal van een budgetpost of budgetlijn binnen een outcome: vrij;
2° toegestane afwijking voor het totaal van een algemene budgetrubriek, binnen een outcome of de beheerskosten: de grootste afwijking tussen -30% tot +30% en € -10.000 tot € +10.000;
3° toegestane afwijking voor het totaal van een outcome binnen een GSK: de grootste afwijking tussen -20% tot +20% en € -10.000 tot € +10.000;
4° toegestane afwijking voor het totaal van een GSK: de grootste afwijking tussen -10% tot +10% en € -10.000 tot € +10.000;
5° toegestane afwijking voor een niet door een GSK gedekte outcome: -100% tot + 0%.
Deze limieten worden berekend op basis van het initiële meerjarige budget van het programma. Hun nakoming wordt geverifieerd door de vergelijking van het initiële meerjarige budget met de totale aanpassingen.
§ 4. Elke budgetwijziging die de limieten bedoeld in paragraaf 3 overschrijdt of die leidt tot de overschrijding ervan, of die niet in paragraaf 3 wordt voorzien, moet worden goedgekeurd door de directeur van de directie die binnen de administratie bevoegd is voor de niet-gouvernementele samenwerking, overeenkomstig het ministerieel besluit van 30 april 2019 houdende delegaties van bevoegdheden inzake financiële aangelegenheden binnen de Federale Overheidsdienst Buitenlandse Zaken, Buitenlandse Handel en Ontwikkelingssamenwerking, die binnen een termijn van 60 dagen uitspraak doet. Indien een antwoord binnen die termijn uitblijft, wordt de aanpassing beschouwd als aanvaard.

KB Art 35

Een uitgave mag ten laste van de subsidie als directe kost gezet worden indien en slechts indien deze voldoet aan alle volgende cumulatieve voorwaarden :
1° zij wordt bevestigd door een bewijsstuk, en is identificeerbaar en controleerbaar. Voor de huisvestingstoelagen bestaat het bewijsstuk uit de ondertekende huurovereenkomst;

2° zij is noodzakelijk om de outcomes van het programma te bereiken of om het programma te beheren, en wordt aangegaan conform het goedgekeurde budget en programma, tijdens de uitvoering ervan;";
3° zij voldoet aan de bepalingen van de toepasselijke fiscale en sociale regelgeving en die van overheidsopdrachten en is conform de interne regels van de gesubsidieerde organisatie;
4° zij is geen voorwerp van andere financiering;
5° zij wordt aangegaan conform een partnerschapsovereenkomst, een memorandum of understanding of een samenwerkingsovereenkomst, wanneer zij niet wordt uitgevoerd door de organisatie waaraan de subsidie is verleend;
6°zij wordt niet als niet-subsidieerbare kosten vermeld in de lijst in bijlage 4 aangaande de niet-subsidieerbare kosten, tenzij er wordt voldaan aan de drie volgende voorwaarden:
a) de uitgave of de aard van kosten is noodzakelijk voor het bereiken van de outcomes of voor het beheer van het programma;
b) er wordt aangetoond dat elke frauduleuze intentie is uitgesloten;
c) de uitgave of de aard van kosten wordt expliciet toegelaten in het subsidiebesluit of kreeg voorafgaand de goedkeuring van de Directeur-generaal van de Directie-Generaal Ontwikkelingssamenwerking, waarvoor het gunstige advies van de Inspectie van Financiën werd verkregen.
In afwijking van lid 1, 2°, mogen de kosten voor een finale audit en een finale externe evaluatie van het programma worden gemaakt na de uitvoeringsperiode van het programma, mits de volgende twee cumulatieve voorwaarden in acht worden genomen:
1° de uitgave wordt gedekt door een reeds bestaand contract of een contract dat tijdens de uitvoeringsperiode van het programma werd afgesloten;
2° de prestatie waar de uitgave betrekking op heeft, wordt voltooid en gefactureerd vóór de uiterste datum van indiening van het financieel verantwoordingsrapport dat is voorzien in artikel 47, § 1.
De uitgaven verbonden aan de terugkeer naar België (verhuis, vliegtickets) na een expatriëring voor contracten van meer dan 12 maanden kunnen ook worden gemaakt na de uitvoeringsperiode van het programma, mits is voldaan aan de twee cumulatieve voorwaarden die zijn voorzien in het tweede lid.
Het is mogelijk een uitgave te verdelen onder en ten laste te zetten bij verschillende organisaties, mits is voldaan aan de volgende cumulatieve voorwaarden:
1° de betrokken organisaties zijn geassocieerd door een partnerschaps- of samenwerkingsovereenkomst;
2° in de boekhoudingen van de geassocieerde organisaties zijn de benamingen van de uitgaven die worden verdeeld, expliciet en coherent overgenomen;
3° het bewijsstuk wordt bewaard op het hoofdkantoor van de organisatie die het heeft geëndosseerd, samen met het bewijs van bijdrage van de geassocieerde organisaties, en de geassocieerde organisaties bewaren de bewijsstukken die hun bijdrage staven aan de organisatie die de uitgave heeft gedaan.

KB Art 37

Een uitgave mag ten laste van de subsidie als administratiekost gezet worden, indien en slechts indien deze voldoet aan alle volgende cumulatieve voorwaarden :
1° zij wordt bevestigd door een boekhoudkundig bewijsstuk, en is identificeerbaar en controleerbaar;
2° zij voldoet aan de bepalingen van de toepasselijke fiscale en sociale regelgeving en die van overheidsopdrachten en is conform de interne regels van de gesubsidieerde organisatie;
3° zij is geen voorwerp van andere financiering;
4° zij wordt niet als niet-subsidieerbare kosten vermeld in de lijst in bijlage 4 aangaande de niet-subsidieerbare kosten, tenzij er wordt voldaan aan de drie volgende voorwaarden:
a) de uitgave of de aard van kosten is noodzakelijk voor het bereiken van de outcomes of voor de administratie van het programma;
b) er wordt aangetoond dat elke frauduleuze intentie is uitgesloten;
c) de uitgave of de aard van kosten wordt expliciet toegelaten in het subsidiebesluit of kreeg voorafgaand de goedkeuring van de Directeur-generaal van de Directie-Generaal Ontwikkelingssamenwerking, en Humanitaire Hulp waarvoor het gunstige advies van de Inspectie van Financiën werd verkregen.

KB Art 42

De verantwoording en de controle van de subsidie voldoen aan de principes van integriteit, transparantie en leerproces, die essentieel zijn voor een op vertrouwen gebaseerde relatie tussen een administratie en erkende organisaties.

Het principe van integriteit impliceert dat de gesubsidieerde organisatie de noodzakelijke maatregelen neemt om redelijkerwijs zeker te zijn dat onregelmatigheden, fraude en praktijken van actieve of passieve corruptie of misbruiken zich niet voordoen, en om daar, als deze zich mochten voordoen, een einde aan te maken.

Het principe van transparantie impliceert dat de gesubsidieerde organisatie regelmatig en op heldere wijze aan de administratie een werkelijkheidsgetrouw beeld overbrengt, zowel op operationeel als op financieel vlak, en dat zij spontaan de aandacht vestigt op eventuele voorziene of onvoorziene afwijkingen.

Het principe van het leerproces impliceert in het perspectief van continue verbetering dat de eventuele door de administratie geconstateerde operationele of financiële afwijkingen met de betreffende organisatie worden besproken en dat een verbeterplan wordt uitgevoerd voordat eventuele sancties worden opgelegd.

KB Art 50

De verantwoordingsstukken die de uitgaven ten laste van de subsidie staven, worden ter beschikking van de administratie gehouden gedurende vier jaar na het beëindigen van het programma.

KB bijlage 4

De volgende kosten komen niet in aanmerking als gesubsidieerde kosten :
1° alle boekhoudkundige verrichtingen die geen betalingen inhouden, tenzij ze voortkomen uit een wettelijke verplichting ten laste van de interventie;
2° voorzieningen voor risico's en kosten, verliezen, schulden of eventuele toekomstige schulden;
3° schulden of debetinteresten tenzij deze interesten het directe gevolg zijn van een vertraging in de betaling van een schuldvordering overeenkomstig de voorwaarden van artikel 32, die de twee maanden overschrijdt;
4° dubieuze schuldvorderingen, met inbegrip van werkelijke of geschatte verliezen, ingevolge niet-invorderbare tegoeden en andere vorderingen, evenals de juridische kosten verbonden aan het terugvorderen ervan;
5° wisselkoers verliezen;
6° Leningen aan derden;
7° waarborgen en borgtochten;
8° kosten die al gedekt zijn door een andere subsidie;
9° facturen van andere organisaties voor goederen en diensten die reeds gesubsidieerd werden;
10° contracten voor onderaanneming of consultancy voor essentiële taken in het programma, project, synergieproject of partnerschapsproject met de gouvernementele samenwerking, die tot de "core business" van de gesubsidieerde organisatie behoren
11° uitbesteding via diensten- of consultancycontracten aan eigen personeelsleden, aan leden van de beheerraad en de algemene vergadering van de gesubsidieerde organisatie;
12° onderverhuring van allerlei aard aan zichzelf;
13° de aankoop van terreinen en onroerend goed, tenzij deze aankopen onontbeerlijk zijn voor het bereiken van de doelstellingen van de interventie, en op voorwaarde dat de eigendom daarvan aan het einde van het programma aan een partner wordt overgedragen.
14° uitgaven ten gevolge van een schadeloosstelling naar aanleiding van een schadegeval voortvloeiend uit burgerlijke aansprakelijkheid van de organisatie;
15°opzegvergoedingen voor niet-gepresteerde opzegperiode, tenzij er een wettelijke bepaling geldt
16° uitgaven verbonden aan expatriëring (verhuis, installatiepremie, vliegtickets voor de partner en personen ten laste) voor contracten van minder dan twaalf maand;
17° de aankoop van alcoholhoudende dranken, tabak en afgeleide producten~~,~~
18° de zitpenningen
19° de afschrijvingen

20° de huisvestingstoelagen voor de eigenaars van hun woning.

Integriteitscharter

De hele Belgische sector van ontwikkelingssamenwerking heeft in 2018 het integriteitscharter ondertekend. Alle organisaties zijn dus gebonden om concrete acties te ondernemen ter ondersteuning en implementering van het charter en een correct integriteitsbeleid. Deze acties zijn:

- Ethische code: de vaststelling van een voldoende duidelijke en richtinggevende ethische code en de ondertekening ervan door werknemers, vrijwilligers en bestuurders.

- Bewustzijn: Wij maken ons bewust van deze kwesties, inclusief onze partners, en organiseren trainingen.
- Voorbereiding: We nemen maatregelen om integriteitsrisico's te beheersen.
- Voorkomen: Wij nemen de nodige integriteitsbepalingen op in onze contracten met onze partners.
- Een "integriteitsadviseur" is beschikbaar om in alle vertrouwen advies te geven.
- Controles: Wij organiseren controles om onze integriteitssystemen te verbeteren.
- Vertrouwen: Een vertrouwelijk aanspreekpunt is beschikbaar voor het indienen van klachten.
- Klachtenprocedure: We volgen de klachten op en nemen maatregelen om deze op te lossen.
- Transparantie: We communiceren ten minste eenmaal per jaar globaal over integriteit.
- Blijven leren: We werken samen met andere belanghebbenden om onze systemen voortdurend te verbeteren.