

Q&A catalogue
following the live webinar

"A sneak-peek into daily personnel cost calculation in Horizon Europe"

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#	ORIGINAL PARTICIPANT QUESTION	ANSWER BY EUROPA MEDIA
1	Are we supposed to sign the certificate of days worked in the action every month?	In principle, yes
2	What shall be included in eligible salary costs?	Check the AGA - all details are there
3	In Israel, a typical workday consists of 8 hour	Then you have 8 hours as a day equivalent
4	I'm not sure I understood the inclusion/exclusion of parental leave, social security, etc. Could you please explain it better? Are these costs covered by the project?	These costs if paid by the employer are eligible.
5	Why do you recommend using the AGA? We signed the GA and this is the only legally binding document.	Indeed, I still recommend using the calculations as described in the AGA.
6	If an employee finishes participating in the project before the reporting period ends but still continues to work for the organisation, do we need to calculate their eligible salary costs as the sum of the entire reporting period? For example, if the reporting period is 18 months, and the employee works for the organisation for the entire 18 months but only 10 months are allocated to the project.	If the person works for the organisation, full salary and productive time is calculated. The daily rate will be then just multiplied with less day compared with the situation when this employee works in all months on the project.
7	Can you share the annotated agreement you are referring to? So then we can compare, thank you	AGA is here when filtering for Horizon Europe (under Guidance documents) https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents
8	When have no experience how to define Daily rate and Eligible costs for the consortium and for partners from Ukraine, other non-EU countries (in case we have a vision to be a leader of the consortium), could you share some examples on the case, please? I understood the case for 1 EU-partner, but not for non-EU countries.	The example will be the same in Ukraine. The calculation refers to any organisation, not only those that are based in the EU.
9	In case the new HE timesheet is used, where shall the staff report in detail the work done?	Internally you can administer all work done by the staff members and the internal reports to the coordinator and official reports to the EC will also list the work done.

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10	What happens if a person is on sick leave for 1 month and does not get paid, but is hired? That is, in that case the cost is 0 but the hours must be taken into account when calculating the daily-rate?	Take national rules here - if this is a leave outside the normal sick leaves (1 month probably is) you need to take into consideration this 1 month leave when calculating the MDDE
11	Excellent webinar - thank you. Is there any info on when the Indicative Audit Programme will be published for HE?	Not to my knowledge.
12	Hello, how do you integrate salary promotions in the calculations?	You include the salaries that were paid. If someone gets a raise with a promotion, yes, you include it.
13	The AGA says only parental leave can be taken into account to reduce the ceiling of 215 days per year (not child sickness, not breastfeeding). If the national law foresees some months as compulsory leave and then an optional leave that can be used on/off, is only the first one that can be deducted?	In the daily rate calculation the 215 days is set, no change there. In the calculation of MDDE you calculate the productive time, does not matter if your leave is optional or compulsory, you are not productive when not working.
14	What happens if we stay in the 1720 (215 days) calculation system?	Nothing, that is fine to stay there.
15	Bonuses paid to employees: which are the eligibility conditions in HE? If paid consistently to employees, regulations in place in the company and targets set for each employee, not paid based on funding targets, then eligible?	Yes, please check AGA for more specific rules.
16	This year is 29 days in February - does that make the difference in calculation?	No, for the EC one month is 30 days.
17	You have to subtract from the 215 also the holidays? Meaning 30 days holidays would then be 215-30? 185?	No, the holidays are already deducted (from the 365)
18	In our institution the lecturers/researchers have annual worktime of 1600 h. Daily worktime is 8 h. Usually we make work plans based on the % share of annual work time. What is your recommendation for reporting?	The daily rate calculation is set, there is only one way to calculate. The day-equivalent can be set as an organisational standard if you can keep the rules. If you use the 8 hours, you will report less costs than you could.
19	If a person was working on a project for 8 months, and left for the maternal leave, we are calculating PMs only on a basis of 8 months?	The actual work she was doing is in 8 months - if she worked full time for the project, that would be indeed 8PMs. When calculating the MDDE you need to consider only the productive time.

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20	Hi, how to count PMs?	One person month is around 140-150 hours. One person working fully or two people working 50% etc. If you have 8 hours working day, your PM will be 143 hours.
21	So one day can be more than 8 hours?	Indeed, with overtime e.g. 1 day can be more than 8 hours. But the capping needs to be considered! Also for cost and also for days (215).
22	We use hourly timesheets with WP# and task per hour. However often it is the same task for many days, even months. Is that ok?	Yes, depending on the task, it can be the same for many days of course.
23	Is it officially in GA that we should remove the days if someone is in a long leave?	Yes, it is. Long-term sick leave is not productive, so cannot be calculated with.
24	How can we manage the paternity leave? Thank you	Paternity leave payment paid fully by the organisation is eligible as cost, but this is not a productive time. So take into consideration when calculating the MDDE.
25	In case of a freelancer (A2 natural person), the daily rate and generally the calculations are the same as for employees?	Check the AGA for the A2 category. It is based on the same logic, but here the contract can specify the number of days and daily rate which makes all easier.
26	Good afternoon. Thank you for your presentation. I represent a company currently involved in many projects including H2020, Horizon Europe and National funded. For the time recording of the personnel we use timesheets and for the personnel cost calculation we use the 1720 productive hours. So we calculate the hourly rate. For the National funded projects that go up to 2025 we are obliged by the National law to use the 1720 productive hours and the timesheets that we currently use. There is personnel that works in both National and Horizon Europe projects. How are we going to declare the personnel cost in Horizon Europe based on our current accounting practices?	You can convert the hours based on the 1720 rule, so 8 hours for you is a day. Keep the existing timesheet system then and do the calculation for HE as showed in the webinar, as described in AGA. No need to change the system.
27	If not all employees receive a 13. Salary do we not include into the calculation?	This depends on the policy internally - who receives it and why? Is that connected to the grant? Then you cannot include this as an eligible cost.

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28	<p>Even though the daily working hours for my organisation are 7.5 hours, can I still utilise the 8-hours conversion factor to get the number of days worked?</p> <p>Example: 5 days of work within my org would be equal to 37.5 hours = 7.5*5.</p> <p>Can these be converted in 4.68 working days for HE by doing 37.5hours/8?</p>	<p>You have to consistently use only one conversion system. So if you have 7.5 hours daily recorded, based on national rules or the contract, you should use 7.5hours=1 day conversion, do not use the 8 hours.</p>
29	<p>If one has two different employment agreements in the same organisation: one for full time - 100 % (40 hours/ week) and another for 20 % (part-time of 8 hours/week). They work 10 % of their full time contract on the project. What are their total costs - one or both contracts?</p>	<p>The full cost needs to be taken into consideration, all main and additional contracts. Check also the national reference rate rules - so project based remuneration contracts).</p>
30	<p>If the reporting period lasts for 18 months, and the payment for the 18th salary is in the project month 19, is it correct to assume that the M18 salary is not eligible for the first periodic report?</p>	<p>Yes, only paid salary within the period will be considered.</p>
31	<p>If I understood correctly, if my working contract has the hours per month, I can calculate my own Daily Rate? is that in the AGA?</p>	<p>The hours/month will not necessarily give you the hours/day. The calculation of daily rate is not calculated based on the contract, but following the formula that was introduced. It is in the AGA.</p>