

**CONSEIL D'ADMINISTRATION
D'AIX-MARSEILLE UNIVERSITE**

DÉLIBÉRATION n° 2017/10/24-08

Le **conseil d'administration**, en sa séance du 24 octobre 2017, sous la présidence d'Yvon BERLAND, Président,

Vu le Code de l'Education,

Vu les statuts modifiés d'Aix-Marseille Université,

DÉCIDE :

OBJET : paiement forfaitaire des indemnités journalières pour missions effectuées dans le cadre d'un projet Erasmus + capacity building

Le conseil d'administration approuve le paiement forfaitaire des indemnités journalières pour missions effectuées dans le cadre d'un projet Erasmus + capacity building (cf document en annexe).

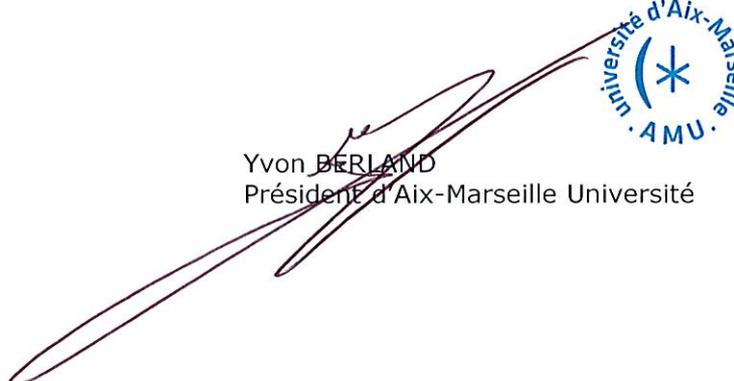
Cette délibération est adoptée à l'unanimité.

Membres en exercice : 36

Quorum : 18

Présents et représentés : 33

Fait à Marseille, le 24 octobre 2017


Yvon BERLAND
Président d'Aix-Marseille Université



Direction Relations Internationales

Objet : Paiement forfaitaire des indemnités journalières pour missions effectuées dans le cadre d'un projet Erasmus+ capacity building

Contexte : En août 2017, le projet WESET : *Wind Engineering Skills in Egypt and Tunisia* « 586039-EPP-1-2017-1-ES-EPPKA2-CBHE-JP » a été sélectionné pour financement dans le cadre de l'appel à projets EAC/A03/2016 de la programmation ERASMUS + 2014 – 2020 (Action clé 2, Renforcement des capacités dans l'Enseignement Supérieur).

Ce projet Erasmus+ a été déposé par le Laboratoire des Sciences de l'Information et des Systèmes (LSIS) qui en assurera le suivi administratif en lien avec Polytech Marseille.

Informations sur le projet WESET :

Objectif principal : contribuer à élever le niveau d'expertise en ingénierie éolienne, par la création de modules pédagogiques innovants

Domaine : Formation

Dates : 15 octobre 2017 au 14 octobre 2020

Budget : 1 019 911 € (part AMU : 55 915 €)

Partenariat :

1. Universidad de Valladolid, Espagne (coordinateur)
2. Université Aix-Marseille, France
3. Aalborg University, Danemark
4. Sapienza University of Rome, Italie
5. Arab Academy for Science, Technology and Maritime Transport, Egypt
6. Ain Shams University, Egypt
7. École National D'Ingénieurs de Carthage, Tunisie
8. Université de Sfax, Tunisie
9. The British University in Egypt, Egypt
10. New and Renewable Energy Authority, Egypt
11. Regional Centre for Renewable Energy and Energy Efficiency, Egypt

Au vu de la réglementation européenne régissant le programme ERASMUS +, *Action clé 2 Renforcement des capacités dans l'enseignement supérieur*, pour les coûts de séjour : les frais liés à la subsistance, l'hébergement, le transport local et public tels que bus et taxi et l'assurance maladie facultative pour les missions des personnels, inférieures à 14 jours, le montant des indemnités journalières accordées aux missionnaires est un montant unitaire de 120 €/ jour toutes destinations confondues (voir annexe 2 « Coûts éligibles »). Cette somme est acquise en sa totalité par jour quels que soient les horaires de départ, d'arrivée et de retour dans la résidence administrative des missionnaires sur présentation des preuves justifiantes que la mission a eu lieu: Rapport de voyage individuel (voir annexe 1 « Individual Travel Report) signé par l'agent concerné et, par exemple, carte d'embarquement aller/retour, facture d'hôtel, reçus. NB : les agents concernés doivent avoir une relation contractuelle formalisée avec une institution partenaire du projet.

Il est convenu ce qui suit :

Les missionnaires « personnel » effectuant une mission inférieure à 14 jours dans le cadre du projet ERASMUS + WESET « 586039-EPP-1-2017-1-ES-EPPKA2-CBHE-JP» se verront accordés le montant de 120 € par jour pour le paiement des frais liés aux missions (la subsistance, l'hébergement, le transport local et public tels que bus et taxi, l'assurance maladie facultative). Cette somme est acquise en sa totalité par jour quels que soient les horaires de départ, d'arrivée et de retour dans la résidence administrative des missionnaires sur présentation des preuves justifiantes que la mission a eu lieu: Rapport de voyage individuel (voir annexe 1 « Individual Travel Report ») signé par l'agent concerné et, par exemple, carte d'embarquement aller/retour, facture d'hôtel, reçus. NB : les agents concernés doivent avoir une relation contractuelle formalisée avec une institution partenaire du projet.

Annexe 1 : « Individual Travel Report »

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No.
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
 Nationality:
 Home institution:
 Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorization from the Agency
 *** Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):..... To (date):
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)	
.....	
.....	
.....	
.....	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:..... Signature:

Annexe 2 : Coûts éligibles



The budget of the project must be drafted according to the following funding rules (in euro):

Minimum EU grant for Joint and Structural projects: 500 000 EUR Maximum EU grant for Joint and Structural projects: 1 000 000 EUR
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Eligible costs		Financing mechanism	Amount/ Maximum ceiling	Rule of allocation	
Staff costs	Contribution to the costs of staff performing tasks which are directly necessary to the achievements of the project's objectives	Contribution to unit costs	B4.1 per manager involved per day of work on the project	Max. 40% of the total grant	Conditional: applicants will have to justify the type and volume of resources needed in relation to the implementation of the proposed activities and outputs. The contribution is provided on condition that the salary for the same tasks is compensated only once.
			B4.2 per researcher/ teacher/trainer involved per day of work on the project		
			B4.3 per technician involved per day of work on the project		
			B4.4 per administrative staff involved per day of work on the project		
Travel costs	Contribution to the travel costs of students and staff involved in the project, from their place of origin to the venue of the activity and return (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified). Activities and related travels must be carried out in the countries involved in the project. Any exception to this rule must be authorised by the Agency. For the detailed list of eligible activities, see Annex I of this Guide.	Contribution to unit costs	For travel distances between 10 and 99KM: 20 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission ¹²⁷ . The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip ¹²⁸ . Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.	
			For travel distances between 100 and 499 KM: 180 EUR per participant		
			For travel distances between 500 and 1999 KM: 275 EUR per participant		
			For travel distances between 2000 and 2999 KM: 360 EUR per participant		
			For travel distances between 3000 and 3999 KM: 530 EUR per participant		
			For travel distances between 4000 and 7999 KM: 820 EUR per participant		
			For travel distances of 8000 KM or more: 1100 EUR per participant		

¹²⁷ Distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

¹²⁸ For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band (i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the participant from Madrid to Rome and return (275 EUR).



Costs of stay	Costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance.	Contribution to unit costs	Staff	up to the 14th day of activity: 120 EUR per day per participant + between the 15 th and 60 th day of activity: 70 EUR per day per participant + between the 61 th day of activity and up to 3 months: 50 EUR per day per participant	Based on the duration of the stay (including travel) of the participants.
			Students	up to the 14th day of activity: 55 EUR per day per participant + between the 15 th and 90 th day of activity: 40 EUR per day per participant	
Equipment	Contribution for the purchase of equipment necessary for the implementation of the project. Support is provided only for equipment purchased for the benefit of the HEIs in the Partner Countries	Real costs		100% of eligible costs Max. 30% of the total grant	Conditional: the request for financial support to cover these costs must be motivated in the application form
Sub-contracting	Support for sub-contracting costs that are necessary to the implementation of the project, including, in particular, costs for the compulsory financial audits (audit certificate) and for any external quality assurance procedure. Sub-contracting for project-management-related tasks is not eligible.	Real costs		100% of eligible costs Max. 10% of the total grant	Sub-contracting to external bodies should be very occasional. The specific competences and particular expertise needed to reach the project objectives should be found in the consortium and should determine its composition.

