

## APPENDIX 1 FINANCIAL PROVISIONS AND CONDITIONS

Financial provisions and conditions for the YEP partner as referred to within the YEP context.

### Article 1 Responsibility

The YEP partner always bears the responsibility for the safety and wellbeing of Young Experts seconded by the organisation. Neither the Netherlands Water Partnership (NWP) nor the Ministry of Foreign Affairs can ever be held liable for their safety and well-being. Travel advice from the Netherlands Embassy with regard to safety will be followed.

### Article 2 Accountability of and reporting by seconding parties

Young Experts are deployed for a maximum of 2 years. YEP provides financial support for this entire period, subject to the provision that sufficient progress is made, and sufficient resources are provided by the Ministry of Foreign Affairs. The definitive financial contribution is determined based on the reports and accounts of the progress.

### Article 3 Specification of costs associated with the deployment, secondment and training of Young Experts

The annual costs associated with the deployment, secondment and training of a Dutch Young Expert are listed below:

ANNUAL SUMMARY OF COSTS/ Financial Support		YEP <sup>1</sup>	Seconding organisation
Deployment of Dutch Young Expert:			
	Personnel costs of Young Expert ( <i>including salary, social security charges and pension contributions etc.</i> )	N/A	€ 38.500 <sup>2</sup>
	Secondment costs ( <i>including travelling expenses, insurance, medical expenses insurance, transport of household effects, accommodation and host country allowance</i> )	€ 30.000	N/A
	Training and development ( <i>including preparatory programme, training &amp; network development and coaching</i> )	€ 10.000	
	Contribution to Programme Bureau (yearly)		€ 1.500
<b>Total cost</b>		<b>€ 40.000<sup>3</sup></b>	<b>€ 40.000</b>

### Article 4 Administrative documents

The financial accounts are recorded in the seconding organisation's ledger accounts. The ledger accounts are classified in accordance with the layout of the table shown above. The account structure shall be designed in the detailed manner required to gain insight into the composition of the costs. The account structure shall reflect the classification of the budget. Preference is given to the use of cost centres in the ledger as it allows assigning a specific cost centre number to the programme.

To ensure an efficient internal control or audit of records, a specification of the costs should be available, and the underlying invoices or copies of invoices and other documents need to be included in a project file. A detailed printout from the automated accounts can also serve as an adequate specification.

The project file shall contain the following documents:

1. Authorised substantiation of the costs (invoices and proof of payment for the costs)
2. Signed secondment or employment contract
3. Salary slip for the month in which the Young Expert takes up employment or begins as Young Expert within YEP, as well as a salary slip for the 12<sup>th</sup> or last month of employment
4. Copy of proof of identity

Specific for the secondment of a Dutch Young Expert please also add:

1. Annual salary statement
2. Individual payroll tax statement
3. Certificate of insurance for SOS insurance, inclusive of repatriation insurance for the Young Expert.

<sup>1</sup> Amounts including VAT.

<sup>2</sup> Indication of employer's cost for salary, social security contributions and insurance etc.

<sup>3</sup> Maximum of financial support (the financial support provided by YEP amounts to a maximum of 50% of the total costs incurred in the secondment with a maximum of EUR 40,000.00 for a Dutch Young Expert).

The YEP Programme Bureau can exercise its discretion in deciding whether to arrange for an External audit of the seconding organisation. YEP shall bear the costs of any such audit. These costs shall not be charged to the seconding organisation or deducted from amounts payable to the seconding organisation.

#### Article 5 Advances

After receiving all documents, the YEP Programme Bureau will transfer 95% of the allocated contribution for the first year. When the time of deployment is longer than one year, after year one, a progress report has to be submitted by the seconding organisation (required documents can be found on the YEP website). After the progress report is approved the advance for year two will be transferred (95% of the awarded annual grant for the second year). The YEP Programme Bureau shall transfer the remaining 5% of year 1 (and if applicable year 2) after the specification and approval of the report following the completion of the Young Expert's deployment (required documents for termination can be found on the YEP website). All payments shall be made in euros.

The total advance for the Dutch Young Expert year 1 is € 27.000.

The total advance for the Dutch Young Expert year 2 is € 27.000.

See the table below for explanation.

Advances Dutch Young Expert		Year 1	Year 2
	Awarded grants YEP (A)	€ 40.000	€ 40.000
	Resources administered by YEP for the purpose of training (B)	€ 10.000	€ 10.000
	95% advance (A-B)*95%	€ 28.500	€ 28.500
	Settlement grant Programme Bureau (yearly)	€ 1.500	€ 1.500
<b>Total advance</b>		<b>€ 27.000</b>	<b>€ 27.000</b>
<b>Remaining amount (Max. 5%)</b>		<b>€ 1.500</b>	<b>€ 1.500</b>

#### Article 6 Reports

When the time of deployment is longer than one year, within one (1) month after year one, a progress report will be submitted by the YEP partner. The progress report shall be accompanied by the administrative documents specified in article 4 supplemented by (a copy of) any invoices, a prove of payment or specification of costs of € 2.000 or above

Within one (1) month after the end date specified in the contract, or if applicable after the end date of an early termination of the YEP position (before the end date specified in the YEP contract), the organisation shall submit a request for the determination of the definitive financial support. If an early termination is applicable, the maximum amount of subsidy for this position will be calculated pro rate (number of months the Young Expert was active). This request shall be accompanied by the aforementioned administrative documents as described under article 4, supplemented by (a copy of) any invoices, a prove of payment or specification of costs of € 2.000 or above. The YEP partner shall also submit a declaration of authenticity for any copies of documents that are submitted. The YEP partner may be requested to submit a Letter of Representation (LoR). The NWP supplies the requisite format.

When the progress and termination reports are not handed in on time, the following sanction policy with regards to reporting will take effect:

- Progress report:
  - If the progress report is not handed in within one (1) month after the ending of the first contract year, the organisation loses its right to the remaining 5% of year 1
  - If the progress report is not handed in within two (2) months after the ending of the first contract year, the organisation loses its right to the remaining 5% of year 1 and the entire amount of subsidy for year 2
- Determination report:
  - If the determination report is not handed in within one (1) month after the end date of the YEP contract, the organisation loses its right to the remaining 5% of year 2
  - If the determination report is not handed in within two (2) months after the end date of the YEP contract, the organisation loses its right to the entire amount of subsidy of year 2
- Please note that:
  - The policy will take effect regardless the (financial) consequences for the project and/or organisation
  - If there is reason to believe an organisation will not meet the criteria in the future, new applications can be rejected
  - If deliberate fraud is in place, NWP reserves the right to reclaim previously granted subsidy



**Article 7 Acceptance of conditions and obligations**

When the YEP partner's legal representative (and the lead party) signs the contract the YEP partner declares that it has taken cognisance of, understood and concurred with the content, conditions and obligations laid down in the YEP criteria and conditions as laid down in this document.

**Article 8 General sanction Policy**

The sanction policy and review of the management capacity from appendix 3 are integral elements of the YEP. The YEP partner confirms that it can comply with the sanction policy and review of the management capacity.

For approval,

On behalf of NWP  
B.S.J. Nijhof  
Managing Director

on behalf of NAME ORG  
NAME  
FUNCTION

**Date:**

**Date:**