

**APPENDIX 1: FINANCIAL PROVISIONS AND CONDITIONS**

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

**Article 1 Accountability of and reporting by the YEP partner**

Young Experts are deployed for a maximum of 2 years of which they need to be present in the country of placement for at least 9 months per YEP-year. NWP provides financial support for this entire period, subject to the provisions of the agreement. The definitive financial contribution is determined based on the reports and accounts of the progress, to be provided by the YEP partner.

**Article 2 Specification of costs associated with the deployment, secondment, and training of Young Experts**

The expected annual costs associated with the deployment, secondment and training of the Young Expert as well as the maximum contribution of NWP are listed below:

| ANNUAL SUMMARY OF COSTS/ Financial Support |  | NWP                         | YEP partner           |
|--|--|-----------------------------|-----------------------|
|  | Personnel costs of Young Expert ( <i>including salary, social security charges and local expenses</i> )                              | € 10,000                    | € 12,000 <sup>1</sup> |
|  | Training and development ( <i>including supervision, preparatory training in the Netherlands, network development and coaching</i> ) | € 2,000                     |                       |
| <b>Total costs</b>                         |  | <b>€ 12,000<sup>2</sup></b> | <b>€ 12,000</b>       |

**Article 3 Administrative documents**

The financial accounts are recorded in the YEP partner'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, the YEP partner must provide to NWP a specification of the costs, together with the underlying invoices or copies of invoices and other documents. A detailed printout from the automated accounts can also serve as an adequate specification.

The YEP partner shall keep a project file, which it must make available to NWP at first request and which at least contains 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 begins as Young Expert within YEP, as well as a salary slip for the last month of participation in YEP.
4. Copy of proof of identity.

NWP can exercise its discretion in deciding whether to arrange for an external audit of the YEP partner. NWP shall bear the costs of any such audit. These costs shall not be charged to the YEP partner or deducted from amounts payable to the YEP partner.

**Article 4 Advances and reports**

After receiving all documents, NWP will transfer 95% of the allocated contribution for the first year. If the time of deployment is longer than one year, the YEP partner must submit a progress report to NWP (required documents can be found on the YEP website) within one month after year 1. The progress report shall be accompanied by the administrative documents specified in article 3 supplemented by (a copy of) all invoices, and proof of payment or specification of costs of € 2,000.00 or above. After the progress report is approved by

<sup>1</sup> Including Daily subsistence allowance (DSA), during the training weeks. Suggested: in the first year the start training (€ 375.00) and in the potential second year during the return training (€ 175.00).

<sup>2</sup> Maximum of financial support (the financial support provided by NWP amounts to a maximum of 50% of the total costs incurred in the secondment with a maximum of € 12,000.00 for a Local Young Expert).

NWP, the advance for year 2 will be transferred (95% of the awarded annual grant for the second year). NWP 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 local Young Expert year 1 is € 9,500.00.

The total advance for the local Young Expert year 2 is € 9,500.00.

**See the table below for explanation.**

| Advances local Young Expert |   | Year 1   | Year 2   |
|-----------------------------|---|----------|----------|
|                             | Awarded grants NWP (A)  | € 12,000 | € 12,000 |
|                             | Resources administered by NWP for the purpose of training (B) | € 2,000  | € 2,000  |
|                             | 95% advance (A-B)*95%   | € 9,500  | € 9,500  |
|                             | <b>Remaining amount (Max. 5%)</b>                             | € 500    | € 500    |

Within one month after the end date specified in the contract, or if applicable after the date of an early termination of the YEP position (before the end date specified in the YEP contract), the YEP partner shall submit to NWP a request for the determination of the definitive financial support. In case of early termination, the maximum amount of subsidy for this position will be calculated pro rata (number of months the Young Expert was active). This request shall be accompanied by the administrative documents as described under article 4, supplemented by (a copy of) all invoices, and proof of payment or specification of costs of € 2,000.00 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). NWP supplies the required format.

#### **Article 5 Reporting sanction policy**

If the progress and termination reports are not handed in on time, the following sanction policy will apply:

- Progress report:
  - If the progress report is not handed in within one (1) month after the ending of the first contract year, the YEP partner 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 YEP partner also loses its right to 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 YEP partner 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 YEP partner also loses its right to the entire amount of subsidy of year 2.
  
- The YEP partner acknowledges and agrees that:
  - The sanction policy will take effect regardless of the (financial) consequences for the project and/or the YEP partner.
  - If there is reason to believe that the YEP partner 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.