

4.5) Administration

One administrative / financial employee was made available at the project in order to administer the project according to the European Commission's requirements. The complete administration of the project was centralised in Nepal. Certain responsibilities, however, was delegated to the specific partners. Supporting documents were gathered from them in a timely manner though in order to be able to monitor the financial progress / administrative quality.

Following aspects were paid utmost attention by the administrative staff:

- Hour rates reimbursed to consortium partners are based on actual salaries (salary slips),
- Hours spent on the project by consortium partners are registered and signed twice,
- External costs are supported by bills and above € 5.000 by at least 3 biddings,
- Administrative requirements are seen to in a timely manner,
- Financial progress is (expenditures and co-financing) closely monitored,
- In case of doubt the EC will be requested information / confirmation,
- Partners will be held informed on the progress.