



4b, quai Antoine I^{er}
B.P. 445
MC 98011 MONACO CEDEX
PRINCIPAUTE DE MONACO

Tél. : +377 93 10 81 00
Fax : +377 93 10 81 40
Mél : info@iho.int
Web : www.iho.int

CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 8

PROJECT FINANCE MANAGEMENT

PROCEDURE 8 provides guidelines for the finance management of a project funded by the CBFund.

Explanation:

Part 1 of this document contains the **standardized procedure** for finance management that must be followed by the Project Leader. This Procedure was developed in order to comply with the Auditing Team recommendations. It provides guidance for the planning, approval, execution and reporting of the finance activities.

Part 2 of this document provides the **templates** to be used by the Project Leader to manage the finance activities.



PART 1
STANDARDIZED PROCEDURE



The finance management of a CB funded project shall observe the following:

- 1) In general, the expenses are organized in the following fashion:
 - a) Air tickets are usually issued by the IHO Secretariat and the e-tickets sent to the participants. The flights will be the most direct possible. No stopovers for personal reasons will be accepted unless paid for personally.
 - b) Accommodation, meals and local transportation are organized by the host country. The meals can be contracted together with the accommodation or in a separate agreement with a restaurant. It is required that the organizers specify if the meals are included in the accommodation expense or not.
 - c) Local transportation is usually under the organizers' responsibility, unless is it requested and approved by the CBSC.
 - d) Course material is prepared and organized under the supervision of the project leader.
 - e) Usually two modalities can occur: either the IHO Secretariat pays to the service provider or reimburses the organizers when they pay for the service. In the second case the organizers will need to provide an invoice addressed to the IHO Secretariat, with the supporting invoices attached.
 - f) Exceptionally the IHO Secretariat can pay a per diem for students and instructors, due to particular conditions and the organizers will need to provide a signed receipt and a copy of the recipient's passport to the IHO Secretariat. The per diem will be computed according to the daily subsistence allowance of ICSC. In the case where one region has two available values for the per diem, the one with a lower rate will be considered. The CBSC policies only authorize to pay for accommodation plus meals or per diem, but under no conditions for both. For the IHO Secretariat to be able to transfer the per diem, the Project Leader should provide the participants' bank details as shown in item 5b below.
 - g) Other expenses (visa, coffee breaks, cocktails, banners, pamphlets, etc.) are not covered by the CB Fund and will not be reimbursed.

- h) To be entitled to reimbursement, the above items have to be requested to and approved by the CBSC and all the documentation properly addressed to the IHO Secretariat.
 - i) In case an external consultant will be employed in a technical visit or provision, the contracting Hydrographic Service will issue a letter of mission designating the consultant, with a breakdown of the costs supported by the IHO.
- 2) The IHO Secretariat is not allowed to reimburse or pay the expenses that do not follow this procedure as they will not be approved by the Auditing Team (see IHO Resolutions 1, 2 and 3/2004).
 - 3) At least 60 days before the project starts, the RHC Chair must inform to the IHO Secretariat the name and contacts of the Project Leader, and the provisional dates of the respective project. After this point, all the communication and requests regarding this particular project will be dealt only by the IHO Secretariat and the Project Leader.
 - 4) The CB Coordinator will brief the Project Leader about the CB Procedures and the best practices for the execution of CB activities.
 - 5) At least 30 days¹ before the event begins, the Project Leader must inform to the IHO Secretariat:
 - a) Starting date
 - b) Finishing date
 - c) Venue
 - d) List of participants, according to the template provided in part 2 (template 2).
 - e) Planned expenses, as approved by the CBSC, and the form of payment as outlined in item 1. The expenses must be informed in the local currency with an estimation of its equivalent in Euro.
 - f) The IHO Secretariat will verify if the expenses and issue an approval letter to the Project Leader.
 - g) The air tickets have to be requested to the IHO Secretariat at least two months before the event, in order to allow the IHO Secretariat to get reasonable rates. The information listed in Part 2 (template 2) must be provided to the IHO Secretariat. If the organizers decide to make the travel arrangements themselves and only afterwards seek for reimbursement from the IHO Secretariat, it is necessary to book only economy class flights.

¹ 60 days if the air tickets will be organized by the IHO Secretariat (see paragraph f)

- 6) Upon the completion of the event, the project leader will send a finance report to the IHO Secretariat, no later than 30 days after its end. The report must be done according to Part 2 (Template 1) and have the following documents attached:
 - a) The final list of participants, highlighting the participants sponsored by the CB Fund.
 - b) Invoices from the local companies that provided services or from the organizing institution. The invoices must have:
 - letterhead identifying the company/organization
 - the titular of the account (the same as in the letterhead)
 - bank details:
 - Name and address of the bank (country, city, street)
 - ACCOUNT NUMBER
 - IBAN
 - SWIFT Code or the Routing number or the BIC
 - destination of the resources, as approved by the CBSC
 - the justification that supports the invoice from the organizing institution
 - c) The company may either address the invoice to the organizing institution (in this case the institution will pay the expenses and seek reimbursement from the IHO Secretariat through an invoice) or directly for the IHO Secretariat (the invoice **MUST** be addressed to the IHO Secretariat).
 - d) A signed receipt and a copy of the passport of each participant and instructor if the IHO Secretariat exceptionally paid a per diem.
 - e) A signed receipt and a copy of the passport of each instructor under contract.
- 7) In accordance with Procedure 7, both the National Hydrographer and the applicant agree that in case the applicant is not able to attend the CB activity the expenses incurred by the IHO will be reimbursed.
- 8) At the closure of the fiscal year (31 December) of the respective CBWP the activities not executed will be automatically cancelled. CB Coordinators willing to execute the activity after that date need to get previous approval from the CBSC.
- 9) The above report (and copy of attachments) must be sent to the IHO Secretariat in digital format to mfa@iho.int (copy to cba@iho.int) and also by post with the original receipts and invoices.



PART 2
TEMPLATES FOR THE
PROJECT MANAGEMENT



Four templates are available for the finance management of a CB funded project:

- 1 – Template for the Finance Management Report
- 2 – Template for the registration of participants with flight information
- 3 – Template for the List of Participants
- 4 – Template for the List of Flights

Note: these four templates are available in Excel (xls) format.

**CAPACITY BUILDING SUB-COMMITTEE
PROCEDURE 8**

Part 2

PROJECT FINANCE REPORT

(to be sent to mfa@iho.int, copy to cba@iho.int)

IDENTIFICATION

| | | IHO Use |
|---|--|---------|
| Project Number (CBWP): | | |
| Project Name: | | |
| Project Leader: | | |
| Contact Officer: | | |
| Contact Officer's email/telephone: | | |
| Organizing institution: | | |

PROJECT DETAILS

| | | IHO Use |
|-----------------------------------|--|---------|
| Project commencement date: | | |
| Project completion date: | | |
| Venue: | | |
| Scope of project: | | |
| Number of participants: | | |

FINANCIAL DETAILS

| | | | | | IHO Use |
|---|----------------|------------------|--------------|-----------------|---------|
| Resources | Request | Allocated | Spent | Comments | |
| Contribution by countries involved | | | | | |
| Contribution from other parties | | | | | |
| Contribution from CBSC Fund | | | | | |

BREAKDOWN OF EXPENDITURES

| BREAKDOWN OF EXPENDITURES | | | | IHO Use |
|----------------------------------|---------------|--------------------------|--|----------------|
| Item description | Amount | Initially paid by | Charged to CBSC/IHO Secretariat | |
| Flights | | | | |
| Accommodation | | | | |
| Transfers | | | | |
| Per diem | | | | |
| Training | | | | |
| Miscellaneous | | | | |

| | |
|---------------------------------------|------------------|
| Annex A - Registration forms | (use template 2) |
| Annex B - List of participants | (use template 3) |
| Annex B - List of flights | (use template 4) |

(Copy of invoices, air tickets, and other justification necessary to justify the expenditures)
(this template is available in Excel format)

Signature: _____
Name:

Agreement CBSC
Name:
Signature:



**CAPACITY BUILDING SUB-COMMITTEE
PROCEDURE 8**

Part 2

SUBMISSION FORM

(to be sent to mfa@iho.int, copy to cba@iho.int)

| | |
|-----------------|--|
| Project number: | |
| Project name: | |

CB Procedure 8 - Registration form

| | |
|------------------------------|--|
| Status (Instructor/Trainee): | |
| First name: | |
| Family name: | |
| Country: | |
| Agency: | |
| Role in the agency: | |
| Email: | |
| Telephone: | |
| Fax: | |
| Passport number: | |
| Nationality: | |

Information below to be provided in case the IHO Secretariat arranges the flights

| | |
|------------------------------|--|
| Airport of departure: | |
| Departure date: | |
| Return date: | |
| Suggested flights-departure: | |
| Suggested flights-return: | |
| Observations: | |

(this template is available in Excel format)

**CAPACITY BUILDING SUB-COMMITTEE
PROCEDURE 8**

Part 2

LIST OF PARTICIPANTS

(to be sent to mfa@iho.int, copy to cba@iho.int)

| | |
|-------------------------------|--|
| Project Number (CBWP): | |
| Project Name: | |

Instructors

| First Name | Family Name | Country | Agency | E-mail | Phone/Fax | Passport number |
|-------------------|--------------------|----------------|---------------|---------------|------------------|------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Trainees

| First Name | Family Name | Country | Agency | E-mail | Phone/Fax | Passport number |
|-------------------|--------------------|----------------|---------------|---------------|------------------|------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(this template is available in Excel format)
**CAPACITY BUILDING SUB-COMMITTEE
 PROCEDURE 8**

Part 2

FLIGHT INFORMATION

(to be sent to mfa@iho.int, copy to cba@iho.int)

(To be completed by the Project Leader only if the air tickets will be organized by the IHO Secretariat)

| | |
|-----------------|--|
| Project number: | |
| Project name: | |

Airport of Destination:

| First Name | Family name | Departure date | Airport of departure | Return date | Nationality | Observations |
|------------|-------------|----------------|----------------------|-------------|-------------|--------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note: the name shall be the same as in the passport
 (this template is available in Excel format)