

## QUESTIONS & ANSWERS

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**Ref. No: #28/2024**

**Notice for Expertise: Institute, School, College, or Higher Education institution to support ReSPA in implementing a training programme and study visit in an EU Member State**

**Question 1:** The financial offer shall specify a total sum amount in euros. We conclude that a lump sum figure is therefore sufficient. Please could you (re)confirm?

**Answer 1:** We confirm that the financial offer shall specify a total sum amount in euros, and the lump sum figure is sufficient at this stage.

**Question 2:** As per the ToR, section reporting and final documentation (page 5), timesheets need to be submitted as part of the documents required for payment. Since the financial offer will only specify a total sum amount, we do not see a link with (and added value of) the timesheets. Do all speakers/experts involved have to submit timesheets?

**Answer 2:** According to the ToR, section reporting and final documentation (page 5), timesheets need to be submitted as part of the documents required for payment. The time sheet should be submitted by the Institute, School, College or Higher Education institution, in which the work/tasks specified in the ToR should be reflected (in the Time Sheet). The experts and speakers do not have to prepare the timesheets separately. This is standard procedure according to ReSPA rules. The template of the time sheet is supplied along with the contract (to the successful candidate).

**Question 3:** As per the ToR, section remunerations (page 5), the costs related to logistical aspects, such as utilisation of the premises, learning materials, coffee breaks, lunch breaks, IT support, etc. shall not be included in the financial offer. Does this also include travel, accommodation and subsistence allowances related to speakers involved (if applicable)?

**Answer 3:** Travel, accommodation, and subsistence allowances related to the speakers involved will not be covered by ReSPA, they are considered to be an integral part of the overall sum specified in the ToR.