

No Peace Without Justice

## System of Procedures

<b>Introduction</b> .....	2
<b>Program management vademecum (thematic areas)</b> .....	2
<b>Economic/Financial program management vademecum (thematic areas):</b> .....	3
<b>Vademecum for a grant-related agreement</b> .....	3
<b>Form for the assumption of responsibility (presa in carico) for the management of the grant contract</b> .....	6
<b>Management of the purchases by program coordinators</b> .....	7
<b>Vademecum For Reimbursements Of Expenses</b> .....	8
<b>Form for the reimbursement requests (expenses list at the bottom)</b> .....	10
<b>Vademecum for the purchases paid directly by the central treasury</b> .....	11
<b>Form for the purchases directly paid by the central treasury</b> .....	13
<b>Form for the payments requested by the staff and made by the central treasury</b> .....	14
<b>Vademecum for the purchases paid with the money of NPWJ</b> .....	15
<b>Form for reports related to purchases paid with NPWJ money</b> .....	17
<b>Form upon receipt of NPWJ’s money (either from the Cash Fund or Expenses Fund)</b> .....	18
<b>Vademecum for the management of the Partners who receive a grant from NPWJ</b> .....	19
<b>Vademecum for invited guest (under any qualification and to any event) for whom NPWJ foresees to incur expenses - Reimbursement Request for participants (list of expenses at the bottom)</b> .....	21
<b>Reimbursement Request Form (expenses list at the bottom)</b> .....	22
<b>Form “Suppliers and/or Consultants and/or Professionals and/or Self-employees” (to be filled in by anyone who provides a service or a good to NPWJ under any contracts)</b>	23

To be added:

Attach Form Partner (MoU and Report Form)

Attach Planning and programming activities Form

Attach Foreign Offices Report Form

## **Introduction**

It is important and useful for everybody to have a document on the rules, proceedings or stages used on a daily basis for the implementation of No Peace Without Justice activities. The clear utility is to have a document, a vademecum or a memo, to be consulted whenever we implement NPWJ initiatives. The following document presents a series of issues that might predict and address the different “case situations/type” that we are dealing with. Obviously this is an “open” document, which we can and should enrich and improve with everyone's help from time to time.

It is also important to focus on some crucial issues that will be treated in the following pages:

1. The grants obtained are often public ones. Therefore their management and use needs to be clear and transparent, in the first place because we are Radicals, and second because we have periodical audits on almost all these grants, and thirdly because we have an annual budget auditing.
2. On our Themes, the activity of Study and Research is very important. The conception and drafting of Concept papers is also fundamental, as well as the choice and realisation of initiatives aiming at raising awareness or even at solving specific issues.
3. Within the implementation of these activities, an important role is played by the constant and active research of new people, important personalities and contacts in the institutional and financial fields, in the artistic/cultural and media sector, as well as among civil society organisations.
4. At the signature of a Grant Contract, it is imperative and crucial to know all conditions, rules and details of the grant itself. The requirements and rules define modes and rules on the grant and financed expenditures.
5. All NPWJ activities are fully controlled on annual basis (Budget auditing), furthermore, some of these activities are controlled in detail (Project auditing). On this point it has to be added that all the contract/financings (including those that do not have explicit reference to the duty or obligation to have a project audit) have this kind of sentence: “The Beneficiary (NPWJ) accepts and agrees there may be checks in its offices, on declared expenses as well as on the use of financing granted and on the activities implementation”. This sentence is present in 99% of grants contracts signed by NPWJ.
6. It is vital to communicate each time expenses are incurred or expenditure commitments undertaken, as well as the political outcomes of meetings, missions, activities or initiatives.
7. Supplier and Partners: purchases made by Suppliers and/or Partners must be carried out and managed maintaining the possibility to claim all rights and needs of the Buyer (NPWJ).

## **Program management vademecum (thematic areas)**

Analysis, study and research of a Theme.

Identification of political issues.

Identification of possible political means to solve the problem.

Identification of activities that can be implemented to solve the problem.

Circulating information within NWPJ.

Identification of individuals or partners that can be included to achieve the possible solution of the problem.

Initiatives programming and planning.

Research on sponsors or financings for the implementation of identified activities.

Obtaining funding, signature of loan agreements.

Implementation of grant contract in all its phases.

### **Economic/Financial program management vademecum (thematic areas):**

The program coordinators (*thematic areas*) must ensure the management of grant contracts signed with the donors, including the condition undersigned upon signing the contract with donors. Furthermore they should ensure:

1. Management of staff, activities planning and workload distribution.
2. Management and implementation of the activities.
3. Management and circulation of pre-mission reports.
4. Economic/financial management.
5. Supplier and expenses management.
6. Management of expected expenditure.
7. Management of realised expenditures.
8. Management of expected returns (grants).
9. Intermediate report managing (missions, seminars, conferences) and post mission reports.
10. Intermediate and final political reports of the activities.
11. Intermediate and final financial reports of the activities.

### **Vademecum for a grant-related agreement**

Below are listed the necessary steps for a good managing of the Agreement. Generally speaking, they are the following:

- Studying the grant contract identifying the conditions indicated by the agreement itself (reading also the attachments);
- Identify the starting date of the activities;
- Identify the ending date of the activities (these dates determine the eligibility of the expenditures under the grant contract);
- Identify the dates for intermediate report delivery;
- Identify the dates for final report delivery;
- Identify the controls that each report will undergo;
- Identify the possibility and time to present modification requests to the financing contract (amendments)

Listing the useful documentation to satisfy loan requirements. This documentation in general will include:

**For the staff:** (temporary or open-ended contract)

Agreement, payroll, document attesting staff assignment to that specific agreement, proof of payment.

**For the staff:** (consultants and professionals)

Agreement, invoice, document attesting staff assignment to that specific agreement, proof of payment.

**For national and international flights:**

for this kind of purchase, there needs to be: ticket, boarding pass, travel agency invoice, purpose of the travel and payment certification (see also the NPWJ Procedure for Procurement of Flights).

**For transportation expenses:**

for this kind of purchase, there **needs** to be: invoices or tickets attesting transportation costs and its purpose, as well as proof of payment.

### **For accommodation expenses**

For this kind of purchasing, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

### **For the hall arrangement expenses**

Banners, rental tables, flags, table cloths, computers rental, hiring equipment for interpretation, interpreting service, service's purchase for audio and video.

For these purchases it is always good to ask for different estimate budgets from different Suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors it is required for orders over 5.000 euro), for each purchased service, there needs to be: budget estimates from different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Please note that for the purchase of these goods, hire/rental is different from the purchase of the good. Usually there is no problem for the rental but there is for the purchase of durable goods (for example the purchase of table cloths, purchase of computer); it has to be stressed that a lot of donors consider durable goods to be their property and so, at the end of the project, the goods need to be given back to donors or, depending on the contract with the donor, they can be donated to the beneficiaries of the project

**For the expenses of documents production** (copies, print brochure or documents, layout, photos, preparation of documents, documents editing).

For this kind of purchases more budget estimates need to be provided from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro); for each purchased service, there needs to be: budget estimates of different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Where these services are provided by individuals (for instance document preparation and editing, layout) we proceed as for the staff.

### **For all others purchases not included above**

For all other purchases, there needs to be: if requested, budget estimates of different suppliers (purchase over 5.000/10.000 euro or as determined by the grant contract), signed contract, purpose of the purchase, invoice or payment receipt from the person who has received the payment, proof of payment.

Identification and verification of forms for donors reporting.

Prepare the forms to be filled in during the implementation of the activities.

- Usually the preparation of the forms is done on Excel files as follows:

A sheet dedicated to the total cash flow summary;

A sheet dedicated to the list of documents (invoices or receipts) whose sum has the same amount of total cash flow summary;

- Compilation of the forms (narrative, financial and economic reports);
- Archiving all the documents produced such as: interim narrative reports, mission reports, relations, documents, journal and web articles, photographs and audio and video documents, list of the event participants, agenda of the event, the final document of the event; Attention: usually documents must show also the logo or mention the donor;
- A document concerning the satisfaction of the participants at the event (evaluation of the event);

On the excel file you will find the two Forms  
Sheet Form "Summary Report" Example of global control of the expenses  
Sheet Form "Detail Report" Example of the list of invoices and documents

**Form for the assumption of responsibility (presa in carico) for the management of the grant contract**

<Name and Surname>  
<Address>  
< City and Telephone>  
<Tax Code if Italian>

To No Peace Without Justice  
Via di Torre Argentina 76  
00186 Roma  
Tax code 97107730588

Subject: Management of the Grant Contract with .....

I, the undersigned < name and surname.> declare that I have accepted the responsibility to manage the grant contract [number/name of grant contract] (the "Contract") signed on [date]

I hereby declare:

- to have a copy of the Contract and all the attachments;
- to have read it and to have understood all its parts;
- to be aware of all conditions provided for in the Contract;
- to manage the implementation of all the activities described in the Contract following all the rules provided for;
- to pursue all the political objectives which are already described in the Contract and to be responsible for it;
- to immediately communicate to the people in charge of the association (Secretary General and Treasury) any mistake, confusion or doubt which could create difficulties in the implementation of the activities or to the achievement of the political objectives. The people in charge shall answer as soon as possible without compromising the initiatives;
- to always communicate the progress and the monitoring of the political initiatives and the expenses occurred to the Secretary and to the Treasury;
- to carry out the directions for the implementation of the activities which from time to time will be indicated by the association through its Secretary and Treasury;

Attached:

Copy of the contract with all the attachments

I declare that I have stated the truth in the above and that I am aware of the consequences provided by the law in case of misrepresentation.

Signature.....

## **Management of the purchases by program coordinators**

Implementing the initiatives, the coordinators of the programs need to manage the purchases of the services and of the goods necessary to carry out the activities.

Such purchases may be covered and inherent to the grant contracts or not.

The purchase of services and goods related and inherent to the implementation of activities covered by the grant contracts needs to be undertaken under the program coordinators' supervision and they should ensure the following:

- That the purchase is admitted and coherent with the estimates budget (eligible expense);
- That the purchase needs to be made according to the modalities and rules prescribed by the grant contract or Italian law;
- That the purchase is conducted in a formal and exemplary manner in all its parts considering the subsequent verifications, including the external audit of the budget as well of the grant contract;
- That the purchases related to the suppliers and/or partners need to be conducted and managed maintaining always the possibility to enforce and to satisfy all the rights of the buyer (NPWJ).

## **Vademecum For Reimbursements Of Expenses** (Reimbursement Request)

In the implementation of the activities, it often happens that NPWJ staff travel abroad to attend meetings or other activities.

Not only NPWJ's staff but also consultants and volunteers will travel from time to time to carry out NPWJ initiatives.

For broader activities, this also happens for the participants to attend them (for instance Seminars). The people (staff, volunteers and/or participants) often anticipate the money for the expenses which will be subsequently reimbursed, if previously authorised.

Those who will be in this situation have to ensure at the end of the mission a report of the expenses incurred during the travel/seminar/mission.

Staff is also required to provide a narrative report of the mission/seminar/travel.

The report of the expenses has to contain, name, surname address and telephone number (Italian tax code), the exact description of the expenses (if in a different currency, the exchange rate needs to be clearly reported);

Amount in euros, description of the purpose of the expense or the mission, the total amount in euros.

A statement that such expenses are inherent to the mission, bank details to make payment. Original signature of the requesting person. Furthermore all the listed receipts in the expenses report need to be attached.

Please note that not documented expenses are not allowed.

A form for the reimbursement requests has been attached to the present document..

Below, there is a list of documentation to satisfy the conditions of the grant contract and the reimbursement request also in compliance with national laws. Generally this may be:

### **For the staff** (consultants and professionals)

Agreement, invoice, document showing the staff has been assigned to perform that contract, proof of payment.

### **For domestic and international travels**

Usually for this kind of purchase, there needs to be: ticket, boarding pass, invoice of the travel agency, purpose of travel and proof of payment.

### **For the transportation expenses**

Usually for this kind of purchase, there needs to be: receipt or invoice showing the expense of the transportation, its purpose and the proof of payment.

### **For accommodation expenses**

For this kind of purchase, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT to the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, the list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

### **For the hall arrangement expenses**

Banners, rental tables, flags, table cloths, rental computers, hiring equipment for interpretation, interpreting service, service's purchase for audio and video.

For these purchases, it would be a good idea to ask for different budget estimates from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors it is required for orders over 5.000 euro), for each purchased service, there needs to be: budget estimates from different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased good, proof of payment.

Please note that the purchase of these goods is different from their rent. Usually there is no problem for the rental but there is for the purchase of durable goods (for example the purchase of table cloths, purchase of computer). A lot of donors consider durable goods to be their own property and so at the end of the project they have to be given back to the donors, or, depending on the contract with the donor, they can be donated to the beneficiaries of the project.

**For the documents production expenses** (copies, printed brochure or documents, layout, photos, copywriting, proofreading).

For this kind of purchasing it has to be provided more estimated budgets from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors it is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates of different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Where these services are provided from individuals (for instance copywriting, layout) we proceed as for the staff.

**For all others purchases not included above**

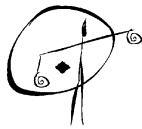
For all other purchases, there needs to be: if requested, budget estimate of different suppliers (purchase over 5.000/10.000 euro or as determined by the financial contract), signed contract, purpose of the purchase, invoice or payment receipt, proof of the payment.

**List of the reimbursement expenses**

Reimbursement requests must be presented by the end of the following month. Concerning the missions occurring across the two months, it is preferable to present separate requests for each month. In order to speed up the time for refund, it is preferable that the reimbursement requests – of those who are not physically present in the Rome or Brussels offices – are anticipated through a scan copy sent by e-mail ([tesoriere@npwj.org](mailto:tesoriere@npwj.org); and to the project manager).

The person who did the expense has to compile a list of such purchases and sign it; he/she has to attach all documents ( invoices, receipts, contracts etc) and send it by DHL or deliver it physically to the headquarter.





# Non c'è Pace Senza Giustizia No Peace Without Justice

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Rue du Pépin 54; B-1000 Bruxelles; Tel. +32 (0)2 5483910 Fax +32 (0)2 5118100

## FORM FOR REIMBURSEMENT OF EXPENSES/ MODULO DI RIMBORSO DELLE SPESE

Applicant /Richiedente:

<Name, Address, email, telephone number> / <Nome, indirizzo, email, telefono >

With this letter, I kindly ask the reimbursement of the expenses incurred for activities related to / *Con la presente lettera, richiedo il rimborso delle spese sostenute per le attività commesse a*

<Project, specific mission, location, timeframe> / <Progetto, missione specifica, luogo, periodo di tempo >

List of the expenses (originals of which are attached)/Elenco delle spese (i cui originali sono allegati):

No. Nr.	Date Data	Vendor Fornitore	Description of expense Descrizione della spesa	Category Categoria	Beneficiary Beneficiario	Currency Valuta	Original Amount Importo originale	Exch. Rate Tasso di cambio	Amount Importo EUR	Payment method Metodo pagamento
								<b>Total / Totale</b>	<b>0,00</b>	

Category / Categoria	Currency Valuta	Amount Importo
International travel / Viaggi internazionali	EUR	0,00
Accommodation / Alloggio	EUR	0,00
Meals & Incidentals / Vitto e spese accessorie	EUR	0,00
Local Transport / Trasporti locali	EUR	0,00
Communication / Comunicazione	EUR	0,00
Supplies and Maintenance / Materiali di consumo e manutenzione	EUR	0,00
Staff / Personale	EUR	0,00
Experts / Esperti	EUR	0,00
Trainers and Consultants / Formatori e Consulenti	EUR	0,00
Office rental / Affitto Ufficio	EUR	0,00
Venue rental / Affitto Luogo dell'Evento	EUR	0,00
Interpretation (including equipment) / Interpretariato (comprese attrezzature)	EUR	0,00
Documents Translation / Documenti di traduzione	EUR	0,00
Equipment rental / Affitto di attrezzature	EUR	0,00
Publication / Pubblicazioni	EUR	0,00
Bank fee / Commissioni bancarie	EUR	0,00
<b>Total / Totale</b>	<b>EUR</b>	<b>0,00</b>

Please wire the above mentioned total amount to the following bank account / Si prega di accreditare la summenzionata somma totale al seguente conto corrente bancario:

IBAN (or other account number / o altro numero di conto):

<Number / Numero >

BIC/SWIFT: <Code / Codice >

Bank / Banca: <Name, Address and Phone number> / <Nome, Indirizzo e Numero di telefono>

Bank account holder / Titolare del Conto corrente bancario: < Name Surname / Nome e Cognome >

<Address (if different from the applicant's one)>/ <Indirizzo (se diverso da quello del richiedente)>

< Date/Data >

< Name Surname/ Nome e Cognome >

Vademecum for the purchases paid directly by the central treasury.

During the implementation of activities, it often occurs or could occur, that part of or all purchases are paid directly by the treasury of the main office.

The purchases paid by the central treasury concern:

- Purchases directly managed by the Treasurer.
- Purchases managed by the Program Coordinators.
- Purchases managed by associates or volunteers of the program coordinators.

In the first case, namely for the purchases directly managed by the Treasurer, it is her or his responsibility to provide all the documentation regarding the purchase. The treasurer undertakes all the obligations related to the purchase.

In the second and third case, namely for the purchases made by the program coordinators or their associates or volunteers, it is responsibility of the program coordinator to manage the purchase of the good or service itself.

The term “manage of the purchase” refers to:

- The person who purchases the good or service needs to make sure that the purchase is covered and coherent with the budget estimate of the grant contract, (eligible expense), otherwise it is necessary to communicate it to the Treasurer or Secretary-General.
- The person who purchases the good or service needs to make sure that it is carried out according to the rules specified by the contract grant and/or by Italian law.
- The person who purchases the good or service needs to make sure that it is carried out in a formal and exemplary manner in all its parts considering the subsequent verifications, including the external audit of the budget as well the grant contract.

In the second and third cases, the person who acts and manages the purchase is carrying it out under his or her responsibility, and under the supervision and responsibility of the program coordinator, notwithstanding the responsibility of the person who concretely makes the purchase.

Thus, all the payments recommended or requested to the Central Treasury by the program coordinators, or by their associates, volunteers or interns, fall under the direct management of the person who has ordered them or their program coordinators.

For such purchases, the program coordinators, or their associates (volunteers or not) must guarantee the fulfillment of the above and must therefore provide all the necessary documentation concerning the purchase itself, clearly satisfying both the Italian national legislation and the grant contract’s conditions to which such expenses and purchases are related.

Below, the list of the documentation to satisfy the conditions of a typical grant contract or Italian national laws.

**For the staff:** (open ended contract and fixed term contract)

Contracts and payrolls are directly managed by the central administration.

**For the staff:** (consultants or professionals)

Agreement, invoice, relevant document showing the staff has been assigned to perform that contract.

**For the domestic and international air travels:**

Usually for this kind of purchase there needs to be: ticket, boarding pass, invoice of the travel agency, purpose of travel (see also the NPWJ Procedure for Procurement of Flights).

**For the transport expenses:**

Usually for this kind of purchase, there needs to be: receipts or invoices showing the transport expense, its purpose.

**For the accommodations expenses**

For this kind of purchase, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

**For the hall arrangement expenses**

Banners, rental tables, flags, table cloths, computers rental, hiring equipment for interpretation, interpreting service, service's purchase for audio and video.

For these purchases/rent, it would be a good idea to ask for different budget estimates from different Suppliers (for the European Commission is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates from different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Please note that for the purchase of these goods, hire/rental is different from the purchase of the goods. Usually there is no problem for the rental but there is for the purchase of durable goods (for example the purchase of table cloths, purchase of computer). A lot of donors consider durable goods to be their own property and so at the end of the project the goods need to be given back to donors or, depending on the contract with the donor, they can be donated to the beneficiaries of the project.

**For the expenses of documents production** (copies, print brochure or documents, layout, photos, preparation of documents, documents editing)

For this kind of purchase, more budget estimates need to be provided from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates of different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Where these services are provided by individuals (for instance document preparation and editing, layout) we proceed as for the staff.

**For all others purchases not included above**

For all other purchases, there needs to be: if requested, budget estimates from different suppliers (purchase over 5.000/10.000 euro or as determined by the grant contract), signed contract, purpose of the purchase, invoice or payment receipt from the person who has received the payment, proof of payment.

The identification and verification of the forms for donors reporting.

Prepare the forms to be filled in during the implementation of the activities. Usually the preparation of the forms is done on Excel files as follows:

- A sheet dedicated to the exact form.
- A sheet dedicated to the list of documents (invoices or receipts) whose sum amounts to the total in the exact form.
- Compilation of the forms (narrative, financial and economic reports).
- Archiving all the documents produced such as: interim narrative reports, mission reports, relations, documents, journal and web articles, photographs and audio and video documents, list of the event participants, agenda of the event, the final document of the event.
- A document concerning the satisfaction of the participants on the event (evaluation of the event).

**List of the invoices paid by the central treasury**

Reimbursement requests must be presented within the end of the following month. Concerning the missions occurring across the two months, it is preferable to present separate requests for each month. In order to speed up the time for refund, it is preferable that the reimbursement requests – of those who are not physically present in the Rome or Brussels offices – are anticipated through a scan copy sent by e-mail (tesoriere@npwj.org; and to the project manager).

The person who did the expense has to compile a list of such purchases and sign it; he/she has to attach all documents (invoices, receipts, contracts etc) and send it by DHL or deliver it physically to the headquarter

**Form for the purchases directly paid by the central treasury**

<Name and Surname>

<Address>

<Town and Phone Number>

<Tax Code if Italian>

No Peace Without Justice  
Via di Torre Argentina 76  
00186 Roma  
Cod. Fisc. 97107730588

Subject: Transmission of documents concerning the payments made directly by the central treasury.

I the undersigned <name surname.....> transmit the documents listed below for the expenses carried out for the activity <description of the purpose>.....

Identification Number	Date of the document	Name of the supplier	Description of the purchased service	Indicate abbreviation of the currency	Amount in currency	Exchange Rate	Amount in Euro

Total in Euro

**Attachments:**

Original invoices and receipts numbered with the serial number

Please note that usually for each purchase there needs to be attached: the contract, the invoice or receipt, estimate budgets of the suppliers.

For travel, attach the invoice, ticket, boarding pass and proof of payment.

I declare that I have stated the truth in the above and that I am aware of the consequences provided by the law in case of misrepresentation.

Signature .....

**Form for the payments requested by the staff and made by the central treasury.**

<Name e Surname>  
<Address>  
<Town and Phone Number>  
<Tax Code if Italian>

No Peace Without Justice  
Via di Torre Argentina 76  
00186 Roma  
Cod. Fisc. 97107730588

Subject: Request of payment to a supplier.

I, the undersigned <name surname.....> request that the following amount will be paid to the supplier indicated below

Name .....

Town and Address .....

Phone Number .....

Email .....

Amount to be paid .....

Reason .....

Bank Account Details for the Payment to the Supplier:

Holder of the bank account .....

Address of the Holder.....

Name of the Bank .....

Number of the account .....

Iban Code .....

Bic Code .....

Hereby I declare that I am conscious and responsible for the payment order above mentioned. I declare and I commit myself to send all the documentation related to this payment as soon as possible and in any case within 30 days and/or when will be requested. I relieve the Association of any responsibility or negligence non dependant from the Association itself.

Signature .....

## **Vademecum for the purchases paid with the money of NPWJ.**

(case of the Cash Fund or of the Expenses Fund)

During the implementation of the activities, it often occurs or could occur that the implementation of a certain initiative is financially very onerous and in a foreign country.

In this case the central treasury, after a request by the concerned person, makes a payment into the bank account of the program coordinator for an amount as an Expenses Fund.

The program coordinator, or the person who receives the money, is fully responsible for it. This person is consequently responsible for any missing amount as well as for its use.

The person who received the cash fund or the expenses fund needs to ensure under his complete responsibility, that:

- The purchase is covered by and coherent with the budget estimate of the grant (eligible expense), otherwise it is necessary to communicate to the Treasurer or to the Secretary-General.
- The person who purchases the good or service needs to make sure that it is carried out according to the rules specified by the contract grant and/or by Italian law.
- The person who purchases the good or service needs to make sure that it is carried out in a formal and exemplary manner in all its parts considering the subsequent verifications, including the external audit of the budget as well the grant contract.
- The person who acts and manages the purchase is carrying it out under his or her responsibility, and under the supervision and responsibility of the program coordinator, notwithstanding the responsibility of the person who concretely makes the purchase.

Thereby, all the payments made using the cash fund or the expenses fund by the program coordinators, or by their associates, or volunteers or interns, fall under the direct management of the same person who holds the cash fund.

For such purchases the program coordinators, or their associates (volunteers or not) must guarantee the fulfillment of the above and must therefore provide all the necessary documentation concerning the purchase itself clearly satisfying both Italian national legislation and the grant contract's conditions to which such expenses and purchases are related.

Below is a list of the documentation to satisfy the conditions of a typical grant or Italian national laws regarding the cash fund or the Expenses fund.

**For the staff:** (open ended contract and fixed term contract)

Contracts and payrolls are directly managed by the central administration.

**For the staff:** (consultants or professionals)

Agreement, invoice, relevant document showing the staff has been assigned to perform that contract.

**For the domestic and international air travels:**

Usually for this kind of purchase, there needs to be: ticket, boarding pass, invoice of the travel agency, purpose of travel (see also the NPWJ Procedure for Procurement of Flights).

**For the transport expenses:**

Usually for this kind of purchase, there needs to be: receipts or invoices showing the transport expense, its purpose.

**For accommodation expenses**

For this kind of purchase, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

**For the hall arrangement expenses**

Banners, rental tables, flags, table cloths, computers rental, hiring equipment for interpretation, interpreting service, service's purchase for audio and video.

For these purchases/rent, it would be a good idea to ask for different budget estimates from different Suppliers (for the European Commission is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates from different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Please note that for the purchase of these goods, the hire/rental it is different from the purchase of the good. Usually there is no problem for the rental but there is for the purchase of durable goods (for example the purchase of table cloths, purchase of computer). A lot of donors consider durable goods to be their own property and so at the end of the project the goods need to be given back to donors or, depending on the contract with the donor, they can be donated to the beneficiaries of the project.

**For the expenses of documents production** (copies, print brochure or documents, layout, photos, preparation of documents, document editing)

For this kind of purchase, more budget estimates need to be provided from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates of different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Where these services are provided by individuals (for instance document preparation and editing, layout) we proceed as for the staff.

**For all others purchases not included above**

For all other purchases, there needs to be: if requested, budget estimates from different suppliers (purchase over 5.000/10.000 euro or as determined by the grant contract), signed contract, purpose of the purchase, invoice or payment receipt from the person who has received the payment, proof of payment.

**List of the invoices paid using the cash fund or the expenses fund**

Reimbursement requests must be presented within the end of the following month. Concerning the missions occurring across the two months, it is preferable to present separate requests for each month. In order to speed up the time for refund, it is preferable that the reimbursement requests – of those who are not physically present in the Rome or Brussels offices – are anticipated through a scan copy sent by e-mail ([tesoriere@npwj.org](mailto:tesoriere@npwj.org); and to the project manager).

The person who did the expense has to compile a list of such purchases and sign it; he/she has to attach all documents ( invoices, receipts, contracts etc) and send it by DHL or deliver it physically to the headquarter

**Form for reports related to purchases paid with NPWJ money**

(either from the cash fund or of the expenses fund)

<Name and Surname>

<Address>

<City and Telephone>

<Tax code if Italian>

No Peace Without Justice  
Via di Torre Argentina76  
00186 Roma  
Tax code 97107730588

Subject: delivery of documents concerning payments made with money from either the Cash Fund or Expenses Fund

I, the undersigned <name and surname> transmit the documents listed below for the expenses incurred for the activities <description of the reasons> using the Cash Fund or Expenses Fund received by Non Pace Without Justice

<i>Serial Number</i>	<i>Document's date</i>	<i>Supplier's Name</i>	<i>Description of the Service purchased</i>	<i>Currency code</i>	<i>Amount</i>	<i>Exchange Rate</i>	<i>Amount in Euro</i>

Total expenses in Euro.....

Total Cash Fund received.....

Amount difference.....

Attachments:

Original invoices and receipts numbered with the serial number

Please note that usually for each purchase there needs to be: the contract, the invoice or receipt, estimate budgets of the suppliers.

For travel, attach invoice, ticket, boarding pass and proof of payment.

I declare that I have stated the truth in the above and that I am aware of the consequences provided by the law in case of misrepresentation.

Signature.....



**Form upon receipt of NPWJ's money (either from the Cash Fund or Expenses Fund)**

<Name and Surname>

<Address>

<City and Telephone>

<Tax code if Italian>

No Peace Without Justice  
Via di Torre Argentina 76  
00186 Roma  
tax code 97107730588

Subject: request for Expenses Fund or Cash Fund

I, the undersigned <name and surname> request either a Cash Fund or Expenses Fund to sustain the costs related to the activity <description of reasons>.....

Amount requested..... Currency.....

Bank details:

Bank account Holder

Holder address

Bank's name

Account number

Iban code

Bic code

I hereby declare to be aware and responsible of the sum received. I declare and commit to send a report as soon as the activity ends or it is requested. I relieve the Association of any responsibilities or negligence that are not dependent on the Association itself.

Signature.....

## **Vademecum for the management of the Partners who receive a grant from NPWJ.**

In the implementation of activities, it often happens that some of them are managed by a Partner (i.e. another organisation) and that some of the costs and expenses are incurred and paid directly by the Partner. This structure has different implications of a contractual nature; in relation to the management of documents, activity and political cooperation and reporting of the expenses incurred directly by the Partner.

1. Contractual implications: a written agreement (MoU) needs to be signed with the Partner that includes the following (see also the template MoU):
  - A. All the clauses of the Principal Grant Contract (NPWJ's contract with donors) need to be reflected in the agreement with the Partner;
  - B. Description of the political activity to be carried out and the objective;
  - C. Procedures of implementation and cooperation between the two organisations;
  - D. Determine the amount to be allocated to the Partner;
  - E. Determine time and payment modalities according to the Principal Grant Contract (NPWJ's contract with the donors);
  - F. Determine the time for intermediate and final financial and narrative reports;
  - G. Determine the conditions;
  - H. Determine to whom copyright belongs;
  - I. Determine what court will be competent in case of disagreement;
  - J. Attach to the Partner's Agreement all the clauses of the Principal Grant Contract (NPWJ's contract with donors)
  - K. Attach all forms for the final declarations that the Partner would need to send to NPWJ.
  - L. Attach the Forms for the Summary Financial Reports;
  - M. Attach the Forms for the Detailed Financial Reports;
  - N. Attach the Forms for the Narrative Reports;
  - O. Attach a list of the documents that the Partner shall produce.
2. Management of documents, activity and political cooperation: to be always as precise as possible, including writing down minutes of meetings with the Partner.
3. Reporting of the expenses incurred directly by the Partner: the Partner is mandated to demonstrate through appropriate documentation all the expenses incurred following the budget estimate approved by NPWJ. What follows is a list of the documents needed to comply with the conditions of the Grant Contract (NPWJ's contract with donors) that also apply to the Partner.

In general the list can be:

**For the staff:** (adviser and professional) contract, invoice, document which declare that the staff has been called to carry out that contract, proof of payment.

**For the domestic and international air travels:**

Usually for this kind of purchase, there needs to be: ticket, boarding pass, invoice of the travel agency, purpose of travel (see also the NPWJ Procedure for Procurement of Flights).

**For the transport expenses:**

Usually for this kind of purchase, there needs to be: receipts or invoices showing the transport expense, its purpose.

**For accommodation expenses**

For this kind of purchase, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

**For the hall arrangement expenses**

Banners, rental tables, flags, table cloths, computers rental, hiring equipment for interpretation, interpreting service, service's purchase for audio and video.

For these purchases/rent, it would be a good idea to ask for different budget estimates from different Suppliers (for the European Commission is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates from different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Please note that for the purchase of these goods, hire/rental is different from the purchase of the good. Usually there is no problem for the rental, but there is for the purchase of durable goods (for example the purchase of table cloths, purchase of computer). A lot of donors consider durable goods to be their own property and so at the end of the project the goods need to be given back to donors or, depending on the contract with the donor, they can be donated to the beneficiaries of the project.

**For the expenses of documents production** (copies, print brochure or documents, layout, photos, preparation of documents, document editing).

For this kind of purchase, more budget estimates need to be provided from different suppliers (for the European Commission it is required for orders over 10.000 euro, for other donors is required for orders over 5.000 euro). For each purchased service, there needs to be: budget estimates of different suppliers, signed contract with the chosen supplier, invoice for the service provided or for the purchased goods, proof of the payment.

Where these services are provided by individuals (for instance document preparation and editing, layout) we proceed as for the staff.

**For all others purchases not included above**

For all other purchases, there needs to be: if requested, budget estimates from different suppliers (purchase over 5.000/10.000 euro or as determined by the grant contract), signed contract, purpose of the purchase, invoice or payment receipt from the person who has received the payment, proof of payment.

**List of the expenses to be reimbursed:**

Reimbursement requests must be presented within the end of the following month. Concerning the missions occurring across the two months, it is preferable to present separate requests for each month. In order to speed up the time for refund, it is preferable that the reimbursement requests – of those who are not physically present in the Rome or Brussels offices – are anticipated through a scan copy sent by e-mail (tesoriere@npwj.org; and to the project manager).

The person who did the expense has to compile a list of such purchases and sign it; he/she has to attach all documents (invoices, receipts, contracts etc) and send it by DHL or deliver it physically to the headquarters.

**Attached the form aforementioned.**

**Vademecum for invited guest (under any qualification and to any event) for whom NPWJ foresees to incur expenses - Reimbursement Request for participants (list of expenses at the bottom)**

In the implementation of activities, it often happens that NPWJ invites guests (VIP or not) to events, seminars or meetings and that these guests travel at NPWJ's expense. The guests who are requested to anticipate the costs for travel that will be subsequently reimbursed need to be informed of the procedure for their reimbursement, the documents they MUST provide and how to provide them.

Invited guests need to be informed that to obtain reimbursement they MUST:

1. Send the Reimbursement Request Form, filled in each part (and signed).
2. Attach to the Reimbursement Request Form all the original invoices and receipts (for flight tickets they also need to attach the boarding passes).

Invited guests must be informed that for contractual and fiscal reasons all the expenses, that are not documented will not be reimbursed.

It is good practise to specify what costs will be reimbursed and what costs will not. Usually the reimbursable expenses are: travel, accommodation, meals. The non-reimbursable expenses are: telephone fees, purchase of equipment, excessive expenses considered unjustifiable.

The expenses report must contain, name and surname, address, telephone number (tax code if Italian), exact description of the expenses (if in a currency different from Euro, the exchange rate needs to be indicated); amount in euro, description of the purpose of the purchase or the mission, total in euro. Declaration that those costs are inherent to the mission and bank details for the payment. Signature in original of the Reimbursement request. Moreover all invoices and receipts listed in the expenses report must be attached.

Please note: the expenses that are not documented will not be accepted. Attached is a Reimbursement Request Form.

List of documents to satisfy the conditions of the grant contract and request of reimbursement in accordance with the national laws. In general, this documentation can be:

**For the domestic and international air travels:**

Usually for this kind of purchase, there needs to be: ticket, boarding pass, invoice of the travel agency, purpose of travel (see also the NPWJ Procedure for Procurement of Flights).

**For the transport expenses:**

Usually for this kind of purchase, there needs to be: receipts or invoices showing the transport expense, its purpose.

**For accommodation expenses**

For this kind of purchase, there needs to be: the hotel invoice, purpose of the expense and the proof of payment.

The hotel invoice refers to the invoice and NOT the room bill.

In case of the accommodation of a group of people, there needs to be: Invoice of the hotel, purpose of the staying, list of people who stayed, unit cost per person per room, number of nights per person (please note that the invoice is not the room bill) and the proof of payment.

**List of the expenses to be reimbursed**

Reimbursement requests must be presented within the end of the following month. Concerning the missions occurring across the two months, it is preferable to present separate requests for each month. In order to speed up the time for refund, it is preferable that the reimbursement requests – of those who are not physically present in the Rome or Brussels offices – are anticipated through a

scan copy sent by e-mail (tesoriere@npwj.org; and to the project manager). The person who did the expense has to compile a list of such purchases and sign it; he/she has to attach all documents (invoices, receipts, contracts etc) and send it by DHL or deliver it physically to the headquarters.

**Reimbursement Request Form (expenses list at the bottom)**

<Name and Surname or organisation's name>  
 <Address>  
 <City and Telephone>  
 <Tax code if Italian>

No Peace Without Justice  
 Via di Torre Argentina 76  
 00186 Roma  
 tax code 97107730588

Subject: Reimbursement Request

I, the undersigned <name and surname> request the reimbursement of the expenses incurred to <description of the reasons>

<i>Serial Number</i>	<i>Document's date</i>	<i>Supplier's Name</i>	<i>Description of the Service purchased</i>	<i>Currency code</i>	<i>amount</i>	<i>Exchange Rate</i>	<i>amount in Euro</i>

Total in euro

Bank details:  
 Account holder  
 Holder Address  
 Bank's name  
 Account number  
 Iban code  
 Bic code

Attachments:

Original invoices and receipts numbered with the serial number  
 Please note that usually for each purchase, there needs to be: the contract, the invoice or receipt, estimate budgets of the suppliers.  
 For travel, attach invoice, ticket, boarding pass and proof of payment.

I declare that I have stated the truth in the above and that I am aware of the consequences provided by the law in case of misrepresentation.

Sign.....

**Form “Suppliers and/or Consultants and/or Professionals and/or Self-employees”  
(to be filled in by anyone who provides a service or a good to NPWJ under any contracts)**

<Name and Surname or Association’s name>

<Address> <Telephone>

<VAT>

<Tax Code>

No Peace Without Justice  
Via di Torre Argentina 76  
00186 Roma  
tax code 97107730588

I, the undersigned <Name and Surname>.... Born in ....., date of birth ....., permanent address ....., city ....., postal code....., declare, under my responsibility and aware of the consequences under the law for misrepresentation, to be in contact with NPWJ as:

1. Individual business owner..... office in ....., address....., VAT.....
2. Representative of the individual business.....office in....., address....., VAT.....
3. Company administrator.....office in....., address....., VAT.....
4. Company representative.....office in....., address....., VAT.....
5. Consultant certified to the roster ..... held in the State of....., VAT.....
6. Professional certified to the roster..... held in the State of....., VAT.....
7. Consultant not certified to the roster....., office in....., address....., VAT.....
8. Self-employed registered to the National Institute for Social Pension – Separate Management (INPS) with reference number:
9. Self-employee with VAT number..... in fiscal system.....with permanent address in.....
10. Occasional worker not registered to National Institute for Social Pension – Separate Management (INPS).....
11. Other – description of the fiscal aspects of the consultant/supplier....., registered fiscal address....., State....., address....., telephone.....

I declare <to be> <that the company is> in compliance with all the law requirement and authorisations to provide the requested service and <to have><that the company has> fiscal address in <state>....., <city>....., <address>....., <postal code>....., <VAT>....., <other identification elements>.....

I, the undersigned relieve of every responsibility No Peace Without Justice for any mistake and omission in the communication of the above details or for not having communicated information on changes that have occurred.

Date.....

Aware of the consequences provided by the law regarding misrepresentation,

Signature.....

(Stamp)

In faith