



OFICINA DE GESTIÓN DE PROYECTOS INTERNACIONALES  
UNIVERSIDAD DE ALICANTE



Funded by the  
European Union

# **TIES**

## **Towards an Internationalisation of Higher Education Network for the MEDA region**

*Next activities*

Nizar Ayadi

International Project Management Office

Observation sessions

May 4th 2010

# Index

- First steps
- Purchasing equipment
- How to send in documents

# Implementation Plan – Y1

[illegible]

# First steps – 2010

- Establish contact point for TIES
  - technical + administrative contact
- Collect financial information
  - Legal entity document (include VAT or registration number)
  - Financial identification form : detailed institutional bank accounts, with intermediate banks, if any.
- **URGENT**: Send in boarding passes and travel receipts from the return trip to Alicante/Grenoble.

# STAFF COSTS

- Related to the initial 6 months of the project.
  1. UA will send the STAFF COST CONVENTION document, specifying the amount to be received by each partner. Please sign and stamp it.
  2. Transfers will be made after the staff cost convention has been signed, stamped, and sent by e-mail to Marielos Chavez ([marielos.chavez@ua.es](mailto:marielos.chavez@ua.es)).
  3. This process will be repeat every six months, according to the compliance of the activities.

# Purchasing IT equipment I

- Each MEDA university can buy:
  - **2 laptops or desktop computers**
  - **1 server**
  - **BUDGET: € 4.800**

## Steps:

1. Choose the equipments you will need for the international office.
2. Send in an INVOICE of the equipments

# Purchasing IT equipment II

## 1. Ways of payment:

- a. By presenting the invoice, the price of the equipment will be deposited to the **partner's institution account**. The supplier has to invoice to the partner institution. Original to be sent to UA.
- b. By presenting the invoice, the **UA pay directly to the supplier**. In this case, the supplier has to write the invoice on the name of the UA. The supplier has also to state (in the invoice) that the equipment will be **delivered and installed at the partner institution**. Moreover, the institution (international office) has to give a statement that the equipment has been received and installed, under the project' name and number (TIES Project .- TEMPUS 159218). All documents have to be signed and stamped.
- c. Please keep in mind that tax charges **are not eligible**. The Project will have to discount the taxes, if specified in the invoice.

# IN VOICE

The invoice has to be made in the name of:

**Universidad de Alicante**

**VAT:ESQ-0332001-G**

**Carretera San Vicente del Raspeig s/n -**

**03690 San Vicente del Raspeig**

**Alicante**

**Spain**



# How to send in documents?

- FIRST: scanned with copy of all documents to be sent by e-mail to Marielos (marielos.chavez@ua.es) and Aliandra (aliandra.barlete@ua.es)
- SECOND: originals to be sent by registered post/DHL – or handed in on the next meeting opportunity.
  - \*\* Always send in by DHL during December / January, because of the interim reports for the EC.



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Thank you for your attention.