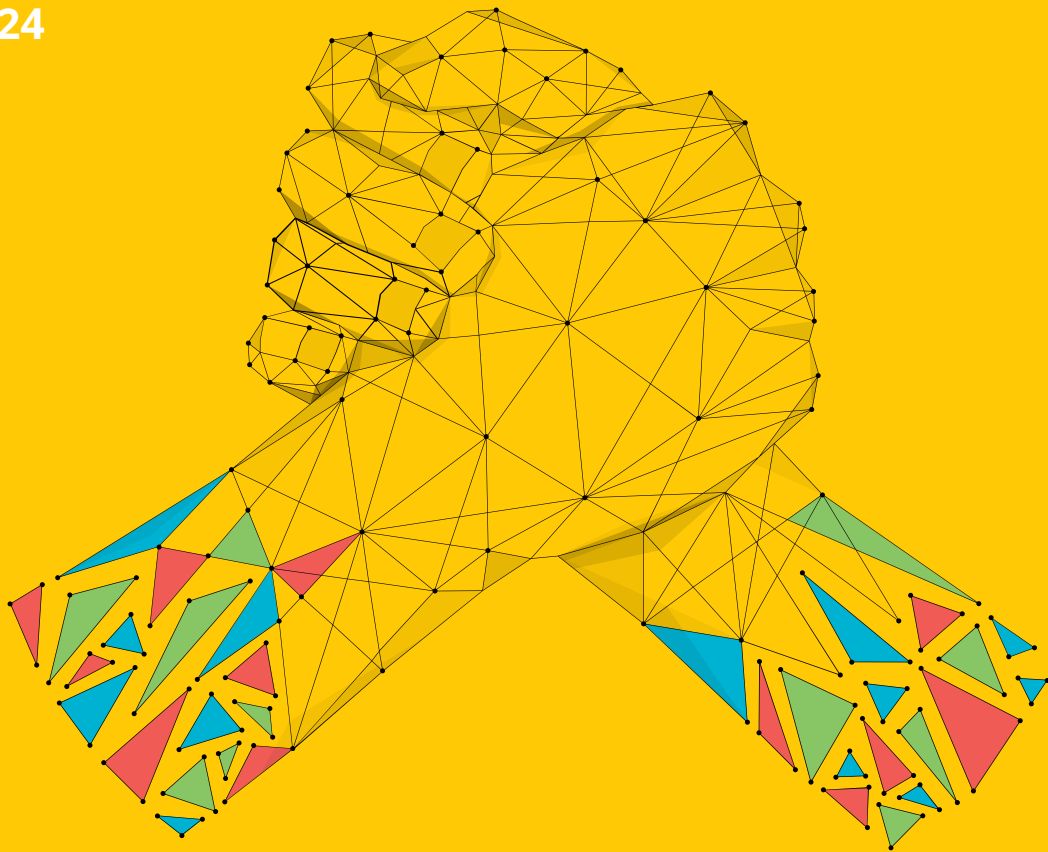


2023

# Triangular Cooperation Window

European Union  
Latin America  
& the Caribbean

2021-2024



# Manual of procedures 2023



**ADELANTE Triangular Cooperation Window  
European Union - Latin America and the Caribbean  
2021-2024**

**Manual of Procedures  
ADELANTE Window 2023**

<http://extranet.adelante2.eu>

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## 1.- Triangular Cooperation Initiatives, activities, expense categories, budget items and procedures.

The **Triangular Cooperation Initiatives** (Initiatives) co-financed through the ADELANTE Triangular Cooperation Window European Union - Latin America and the Caribbean 2021-2024 (ADELANTE Window) are coordinated through activities.

The **activities**, as explained in Rule 6 of the 'Guidelines for applicants,' may be any of the following eight types, classified into four main groups.

- Events: workshops, seminars, congresses.
- Missions: consultancies, study visits, internships.
- Research and analysis: studies.
- Training: courses.

As established in the Guidelines: *each Initiative will consist of as many activities as are deemed necessary to fulfil the objectives. There is no limitation on the number or type of activities.*

In turn, each activity is composed of up to four **expense categories** and comprised of one or more **budget items**, as outlined in Rule 5.2 of the Guidelines:

- Expense category: Logistics services.  
Budget items: salons, catering, translation and interpretation, communication and visibility products, virtual or hybrid event production services, civil liability insurance and other service items oriented towards the celebration of events.
- Expense category: Transportation.  
Budget items: local transportation, international transportation and per diem.
- Expense category: Professional services.  
Budget items: fees of independent professionals, not affiliated with the Partnership member entities.
- Expense category: Human resources.  
Budget item: contributions to the salaries or wages of professionals affiliated with Partnership member entities.

**As set forth in Rule 5.3 of the Guidelines: each expense category has its own procedure. These procedures and responsibilities are mandatory for all parties involved throughout the lifecycle of the Initiative.**

According to the same Rule in the Guidelines, everything stated above is coordinated through the **ADELANTE Extranet**, the online platform for the management of Initiatives, designed expressly for this purpose.

## 2.- Manual of Procedures.

This Manual sets out the procedures for the management of each expense category in a detailed and standardised manner, as outlined in the Guidelines for applicants, Rule 5.3. Therefore, it complements the Guidelines and for all purposes is part of the 'policy framework of the ADELANTE Window'.

**This standardisation of the procedures of each expense category aims to ensure the quality of the management of each of the activities and all the Initiatives.**

The Manual focuses on the responsibility of all the stakeholders (see item 3 and item 4), adhering to the time required to do so (see item 5) and in the reference documents (see item 6).

The Manual is a key resource for estimating the time and resources required to implement each activity, so it must be taken into account before initiating the pre-formulation phase of the Initiative to ensure the appropriate formulation and sufficient planning. It was prepared under the 'rapid response approach' of the ADELANTE Window, and aims to streamline the processes.

In order to make the best use of this approach, the commitment of all stakeholders is essential, and therefore an express confirmation of having read and agreed with the content of this document will be requested at the start of the Initiative's pre-formulation process.

As stated in Rule 5.3 of the Guidelines, this Manual is complemented by the 'Manual of Implementation and Management', which expressly links the procedures and responsibilities to the ADELANTE Extranet, thus facilitating the entire exercise.

### 3.- Roles and responsibilities of the ADELANTE Team.

As stated in item A.5.e of the Guidelines for applicants: *The ADELANTE Team is responsible for contributing decisively to the quality of each of the Initiatives throughout their management cycle, with their participation and contribution being essential in the final formulation phase and throughout implementation.*

**This contribution by the ADELANTE Team to the Programme's quality involves ensuring compliance at all times with the European Union regulations and compliance with the provisions of the Guidelines<sup>1</sup>, as well as the procedures included in this Manual that are complementary to it.**

The ADELANTE Team has operational support for the administration of funds and logistics, with the aim of guaranteeing quality in the financial management and agility in the organisation and implementation of the planned activities, within the framework of the Initiatives.

As a result of an invitation to tender received from the Directorate-General for International Partnerships of the European Commission (DG INTPA), following the corresponding international tendering procedure, the company DT Global (as the leader of the consortium formed together with the company B&S Europe) is responsible for the operational support and management of the funds allocated by the ADELANTE Window, which will co-finance the Initiatives. Therefore, it has a key role in all procedures.

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<sup>1</sup> Always taking into account what is stated in Final Provision 3 of the Guidelines: *In all matters not covered by these Guidelines, the 'Practical Guide on contract procedures for European Union external action (PRAG)' shall be applied, which can be consulted at the following link: <https://ec.europa.eu/europeaid/prag>.*

## 4.- Roles and responsibilities of the coordinating entity, representing the Partnership.

As set out in Rule 1.5.a of the Guidelines for applicants: *the coordinating entity assumes full responsibility (including coordination and justification) for the Initiative vis-à-vis the ADELANTE Window and vis-à-vis DG INTPA throughout the entire management cycle and in each of its phases.*

In turn, the same rule states that: *The person responsible for the Initiative in the coordinating entity is tasked with the coordination of the Initiative and serves as a direct liaison with the ADELANTE Team.*

**This implies that the person responsible for the Initiative in the coordinating entity assumes, for all intents and purposes, the responsibility of coordinating all of the Partnership member entities and all of the participants in order to carefully plan, implement and justify each of the activities, thus guaranteeing the quality of the activities and the respective Initiative. Specifically, this responsibility requires strict compliance with the procedures set out in this manual, ensuring proper time management and document management, as outlined in the following points.**

**For this reason, at the beginning of the pre-formulation process of the Initiative, the Partnership must ensure that the coordinating entity and the person responsible for the Initiative in the coordinating entity both have the necessary capacities (coordination and management skills, among others) and resources (dedicated time, electronic devices to access the ADELANTE Extranet, stable internet connection, among others) for the coordination of each of the activities and of the Initiative as a whole.**

## 5.- Procedures for the different expense categories.

### **PREMISE 1:**

ADELANTE Window funds will be channelled through commercial or civil contracts for the provision of goods or services. These contracts can be made with both legal entities and natural persons.

**Under these conditions, any supplier, whether a natural person or a legal entity, which is contracted with funds from the ADELANTE Window must:**

- **Be legally incorporated (legal entities) or recognised (natural persons), in accordance with the legislation of their country of tax residence.**
- **Have full capacity to operate and enter into a contract.**
- **Have full capacity to issue invoices.**

**PREMISE 2:**

All contracting using ADELANTE Window funds will be carried out by DT Global. Consequently, all payments corresponding to these contracts will be made by DT Global, upon issuing the corresponding invoice, whose tax residence is established for all purposes in Spain.

**Under these conditions, any supplier that is contracted with funds from the ADELANTE Window must:**

- **Have full capacity to enter into a contract with a client with an established tax residence in Spain.**
- **Have full capacity to issue invoices on behalf of a client with an established tax residence in Spain.** For more details on invoices, see item 7 and Annex 6 of this Manual.

**PREMISE 3:**

**The first step in the implementation of an activity, before starting a contractual process, is to update the information associated with the activity on the ADELANTE Extranet, along with the corresponding confirmation.**

This specifically requires:

- Confirm the activity.
- Confirm the participants / the professional profiles of the consultants.
- Confirm the suppliers.

The Manual of Implementation and Management, in section 3, contains the specific instructions for each of these actions.

The necessary steps for the proper management of each expense category are outlined below, including the details of the deadlines that must be taken into account to ensure that payments to suppliers are made on time.

**It is essential to manage each expense with strict adherence to deadlines in order to avoid incidents that negatively affect the quality of activities, or that may cause unnecessary damage to suppliers. Respecting the deadlines is one of the main responsibilities of the coordinating entity and, in particular, of the person responsible for the Initiative in the coordinating entity, for which they will require the support and commitment of all the Partnership member entities and all stakeholders involved.**

All deadlines in the ADELANTE Window and, therefore, in this Manual, are established in calendar days. A calendar day is understood as any of the 365 days of the year, therefore weekends and public holidays are included.

In each of the tables, the 'Partnership' column indicates the steps that are the responsibility of the coordinating entity, while the 'ADELANTE Team' column details the steps that are the responsibility of the Team.

**Expense category: logistics services.**

STEP	PARTNERSHIP	PERIOD	ADELANTE TEAM	PERIOD
<b>Before carrying out the activity</b>				
1	Confirmation of the activity and the participants on the Extranet.	The activity must be confirmed on the Extranet at least <b>30 days before the scheduled start date.</b>		
2			Negotiation with the supplier and request for approval of the contract on the Extranet.	<b>No more than 48 hours</b> after confirming the activity on the Extranet.
3	Approval of the contract on the Extranet.	<b>No more than 48 hours</b> after the application for approval of the contract.		
4			If applicable: Payment of the invoice for advance payment of fees (*1).	<b>No less than 4 days and no more than 10 days</b> following receipt of the duly completed advance invoice.
<b>After completing the activity</b>				
5			Payment of the final invoice	<b>Not less than 4 days and not more than 10 days</b> following receipt of the duly completed final invoice.

(\*1) Advance payments may be considered, subject to the approval of the ADELANTE Team, for certain logistics services, depending on the scope of the service and the resources necessary to carry it out.

**Expense category: professional services.**

As indicated, the professionals or consultants (natural persons) to be hired under this expense category must have full capacity to enter into a contract and to issue invoices in the name of a client with their tax residence in Spain.

In order to facilitate the process, they may invoice their services through a legal entity (with full capacity to enter into a contract and to issue invoices in the name of a client with tax residence established in Spain).



In any case, the legal entity may not be any of the Partnership member entities. In no case is payment for professional services to legal entities that coincide with the Partnership's member entities considered, irrespective of who provided the service or the nature of the service.

STEP	PARTNERSHIP	PERIOD	ADELANTE TEAM	PERIOD
<b>Before carrying out the activity</b>				
1	Confirmation of the activity and professional profiles on the Extranet.	The activity must be confirmed on the Extranet at least <b>7 days before the scheduled start date.</b>		
2			Management of the hiring of professional services, in accordance with the professional profiles confirmed on the Extranet.	<b>No more than 72 hours</b> after confirming the activity on the Extranet.
3			If applicable: Payment of the invoice for advance payment of per diem.	<b>No less than 4 days and no more than 8 days</b> following receipt of the duly completed invoice for advance payment of per diem.
<b>After completing the activity</b>				
4	Submission of: the <b>time sheet</b> duly signed (*1 and Annex 1). + <b>boarding passes</b> (in case of travel).	<b>No more than 48 hours</b> upon approval by the ADELANTE Team of the products associated with the provision of the service (*2).		
5			Payment of the final invoice (*1).	<b>No less than 10 days and no more than 15 days</b> following receipt of the duly completed final invoice.

(\*1) The time sheets must be signed, in all cases, by the professional, by the person responsible for the Initiative in the coordinating entity and by the coordinator of the ADELANTE Team. This is an essential requirement for the payment of the final invoice.

(\*2) All products associated with the provision of the service must adhere to the Communication and Visibility guidelines of the ADELANTE Window.

In cases where a trip is necessary for the provision of the professional service, see 'Expense category: transportation.'

### Expense category: transportation.

The activities of the Initiative in face-to-face or hybrid format may require the travel of participants or of professionals or consultants, both nationally and internationally. To this end, the Initiative's budget may include the purchase of plane, train, bus, ferry tickets or any other means of transportation, as well as per diem payments for the maintenance of persons who will travel for the duration of the journey away from their place of residence.

STEP	PARTNERSHIP	PERIOD	ADELANTE TEAM	PERIOD
<b>Before carrying out the activity</b>				
1	Confirmation of the activity and the participants on the Extranet.	The activity must be confirmed on the Extranet at least <b>21 days before the expected start date</b> (*1).		
2	Submission of: <b>copies of passports</b> (*2).	<b>No more than 24 hours</b> after confirmation of the activity.		
3			Submission of the itinerary options.	<b>No more than 24 hours</b> after submission of the copy of the passports.
4	Express confirmation of the selected itinerary + confirmation of the availability of documents and compliance with travel requirements (*2).	<b>No more than 48 hours</b> after receipt of the itinerary (*3).		

5			Submission of the issued tickets and the corresponding travel medical insurance (*4).	<b>No more than 24 hours</b> after confirmation of the selected itinerary.
6	<u>If applicable:</u> request for hotel booking for participants.	<b>At least 15 days before the start date of the trip.</b>		
7			Submission of the hotel options.	<b>No more than 24 hours</b> after receipt of the request.
8	Express confirmation of the hotel selected	<b>No more than 24 hours</b> after receipt of the hotel options.		
9			Submission of the <b>booking voucher</b> , upon reservation of the hotel (*5)	<b>No more than 24 hours</b> after confirmation of the selected hotel option.
10	<u>If applicable:</u> request for per diem for participants (*5, 6 and 7, and Annexes 2, 3 and 4).	<b>At least 15 days before the start date of the trip.</b>		
11			Payment of the per diem request.	<b>No less than 4 days and no more than 8 days</b> after receipt of the request for per diem.
<b>After completing the activity</b>				
12	Submission of all the <b>boarding passes</b> (*8).	<b>No more than 48 hours</b> upon return to the city of origin.		

All flight tickets or other transportation tickets arranged within the framework of the ADELANTE Window will be in economy class or coach class. The possibility of arranging tickets in another class is not permitted.

All the travel itineraries managed within the framework of the ADELANTE Window will be adjusted to the agenda of the planned activity.

(\*1) **Special procedure: in cases where more than 5 people are travelling in a group, the activity must be confirmed at least 30 days prior to the expected start date.** No transportation will be arranged for groups of more than 5 persons for a period of less than 30 days.

(\*2) **It is the sole responsibility of the person travelling to ensure that his/her passport is valid, and meets all entry and purpose requirements in the country of destination. It is also the responsibility of the person travelling to manage, process, pay and be in possession of all the travel documents required by the country of destination (visas, permits, vaccination cards, COVID test, international health certificates, among others).** If there is any doubt as to whether this would be possible before the planned date of departure, the ADELANTE Team must be informed prior to the start of the procedure. Neither DT Global, the ADELANTE Window nor DG INTPA shall assume any liability arising from any non-compliance with these aspects; neither in relation to the authorities of the country of destination, nor to the Partnership, nor to the coordinating entity nor to the person who will travel.

**It is the sole responsibility of the person travelling to manage the time required for the means of transportation provided.** Neither DT Global, the ADELANTE Window nor DG INTPA shall assume any liability arising from missing a means of transportation (flight, etc.), except in duly justified and documented cases of force majeure.

**In the event of missed transport due to the evident fault of the person travelling, both in terms of compliance with legal requirements and the corresponding document management (denied boarding for not complying with legal requirements or for not having the necessary and appropriate documents, among others) and in terms of time management (late arrival at the airport/station, among others), the latter must bear all related costs and expenses.**

In the event that the trip is not made, the traveller must bear the full cost of the ticket, immediately making a transfer to DT Global for the corresponding amount, following the instructions that will be provided in this regard. In the event of receiving per diem in advance, he/she must also reimburse the full amount of the per diem received, using the same method of bank transfer.

In the event that it is necessary to incur additional expenses to make the trip, he/she must bear the full cost of the additional expenses, immediately making a transfer to DT Global for the corresponding amount, following the instructions that will be provided in this regard. If he/she has received per diem in advance, he/she must also reimburse the per diem received for the days not travelled (in the case where the stay has been shortened, normally due to a missed outbound journey), and in no case shall he/she be entitled to per diem for additional days travelled (in the case where the stay has been extended, normally due to a missed return journey).

(\*3) Reservations are valid for a maximum of 48 hours. If the express confirmation of the selected itinerary option is not made within that period, the ADELANTE Team will send new options for the itinerary, which will delay the process and may result in higher costs. Due to the travel agency's working hours, tickets might not be processed as quickly as planned. In these cases, in which neither DT Global, nor the ADELANTE Team nor the ADELANTE Window assume any responsibility, the itinerary options will be sent once again, and the final costs will be considered costs of the activity for all purposes.

(\*4) **Each and every one of the people travelling at the expense of the ADELANTE Window financing will be covered by a travel medical insurance that will be contracted and paid for exclusively by the ADELANTE Window.** Under no circumstances may the responsibility for the management of the policy contract and payment be transferred to the person travelling. **In turn, it is the sole responsibility of the person travelling to manage all insurance matters (reporting incidents, complying with the operator's instructions, submission of supporting documents, requests for reimbursement, etc.).** The ADELANTE Team will send all the necessary information along with the ticket. Neither DT Global, the ADELANTE Window nor DG INTPA shall assume any liability arising from the improper management or non-compliance with these conditions by the person who will travel.

In cases where a person is mobilised with co-financing resources, the Partnership will be responsible for ensuring that the person is covered by travel medical insurance.

(\*5) The total amount paid to the hotel by the ADELANTE Window will be deducted from the payment of the corresponding per diem.

(\*6) Each participant must duly fill in their request for per diem (see Annex 3). (\*6) The per diem is a fixed maximum amount which covers all daily costs of accommodation, meals, local travel, tipping and other expenses associated with the mission (as well as travel to and from the airport/station in the country of origin and in the country of destination). The per diem is paid on the basis of the number of hours outside the city of permanent residence, and may only be paid in full or in half (other instalments are not accepted). A full per diem shall be paid for each 24-hour mission period, and half of the per diem shall be paid for a mission period of at least 12 hours but less than 24 hours. No per diem shall be paid for missions of less than 12 hours. Travel time will be considered part of the mission. The per diem is governed by the official European Commission rates and must not exceed the published rates, which can be consulted at the following link:

[https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201\\_en.pdf](https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201_en.pdf) (updated as of 01/02/2020).

(\*7) In the event it is necessary to hire local transport (for example, collective transport during a study visit or an internship, among others), the total amount paid for by the ADELANTE Window to the transport company will be deducted proportionally from the payment of the corresponding per diem.

(\*8) In the case of electronic boarding passes, these will be sent in electronic format. In the case of paper boarding passes, they shall be sent in advance, scanned in electronic form to the ADELANTE Team (see item 9).

### Expense category: human resources.

As outlined in Rule 5.1 of the Guidelines for applicants, *the expense category 'human resources' refers exclusively to human resources linked to Partnership member entities (coordinating entity or partner entities), and can only be financed through co-financing or a financial contribution provided by the Partnership member entities. Under no circumstances will this expense category be considered for human resources that are not linked to the Partnership entities or funded by the ADELANTE Window.*

Contributions to the salaries or wages of professionals linked to one or more members of the Partnership may be considered when preparing the budget of the Initiative, provided that they are directly involved in the technical or administrative management of the Initiative. To facilitate the calculation of this contribution, the format included in Annex 5 of this Manual may be used.

For human resources to be counted as a contribution towards co-financing, the supporting documentation must be provided in accordance with item 6 of this Manual, otherwise they will not be considered in any case as a financial contribution of the Partnership to the budget of the Initiative.

## 6.- Supporting documentation by expense category.

The following is a list of the necessary documents, such as:

- **Supporting documentation for the planned expense**, in order to budget for each of the activities, in accordance with the corresponding budget items.
- **Supporting documentation for the expense incurred**, in order to justify the budget of each of the activities, in accordance with the corresponding budget items.
- **Source of verification** of the good supplied or the services provided.

These documents will be provided by the coordinating entity in each of the management phases of the Initiative, with the support of the ADELANTE Team when necessary, in accordance with Rule 5 of the Guidelines for applicants.

The following list is not exhaustive, and the ADELANTE Team may request additional documentation if deemed necessary, due to the nature of the expense.

BUDGET ITEM	FORMULATION	IMPLEMENTATION	
	Supporting documentation for the planned expense (preparation of the activity budget)	Supporting documentation for the expense incurred (justification of the activity budget)	Source of verification of the good or service
<b>Logistics services.</b>			
<b>11. Rental*</b>	Quotation from the service provider.	Final invoice.	List of participants. Photo or video record. List of equipment used (depending on the service).
<b>12. Catering*</b>	Quotation from the service provider.	Final invoice.	List of participants. Photo or video record (depending on the service).
<b>13. Insurance</b>	Quotation from the service provider.	Final invoice.	Contracted policy.
<b>14. Translation and interpretation *</b>	Quotation from the service provider.	Final invoice.	
<b>15. Communication and visibility</b>	Quotation from the service provider.	Final invoice.	Photo or video record. List of equipment used (depending on the service). Materials produced (depending on the service).
<b>19. Logistics service package</b>	Quotation from the service provider	Final invoice with details of the services provided.	List of participants. Photo or video record.
<b>110. Others* (*1)</b>	Quotation from the service provider	Final invoice.	As appropriate.

Transportation Services			
<b>16. Local transportation *</b>	Quotation from the service provider	Final invoice. Tickets. Boarding passes. Fuel invoice.	List of participants. Service log (logbook).
<b>17. International transportation</b>	Quotation from the service provider	Final invoice. Tickets. Boarding passes.	List of participants.
<b>18. Per diem</b>	Per diem calculation table according to the schedule of the activity. (See Annex 2).	Request for payment of per diem. Per diem receipt if received in person. (See Annex 4).	Time sheets duly completed and signed.
Professional services			
<b>F1. Fees</b>	The technical-economic offer of the professional. CV of the professional.	Final invoice.	Time sheets duly completed and signed.  Products (depending on the service).
Human resources			
<b>C1. Human resources</b>	Salaries or wages: estimate of working days, indicating the days actually dedicated to the Initiative by each professional, detailed individually. (See Annex 5).	'Payroll deductible' or ad hoc certificate.	Time sheets duly completed and signed.

(\*) The Partnership, through the Partnership member entities, may provide these goods or services to the Initiative, based on its installed capacity. The quotation of a supplier will be used to establish market costs so that these costs can be presented and considered as co-financing.

(\*1) The ADELANTE Extranet has a budget item called 'Others' in order to be able to include financial resources that are not considered in the expense categories of the ADELANTE Window, on a case-by-case basis. Expenses such as, for example, carbon offsetting for the activities will be considered expenses, among others. **The use of this budget item is done on a case-by-case basis and must be expressly approved in advance by the ADELANTE Team.**

## 7.- Requirements for invoices and payment requests submitted to the ADELANTE Window.

Among the responsibilities of the person in charge of the Initiative in the coordinating entity of the Partnership is the compilation of all invoices and all requests for payment of per diems, to be submitted to the ADELANTE Window.

These invoices and requests for payment of per diem must meet the following requirements.

### Standard procedure:

**Requirement 1.-** Include the 'client' information in the invoice / request for payment of per diem:

**DT Global**

Calle de Orense 34, 6ª planta

28020, Madrid - Spain

Tax Identification Number (NIF): B79217279

**Requirement 2.-** Include in the invoice / request for payment of per diem all the information referring to the supplier (invoice) or to the person travelling (request for payment of per diem). The following information is mandatory:

Full name of the supplier / person travelling:

Full address of the supplier / person travelling:

Bank name:

Full address of the bank:

IBAN:

Country:

SWIFT code:

In the event that the two requirements established above are not met, the invoice / request for payment of per diem will be returned.

The payment period will only begin when DT Global receives an invoice / request for payment that meets both requirements.

### Urgent procedure:

For urgent payments to be made within at least 1 day and no more than 3 days.

Only legal persons/entities.

**The use of this procedure is exceptional and must be expressly approved in advance by the ADELANTE Team.**

**Requirement 1.-** Obtain the express approval of the ADELANTE Team.



**Requirement 2.-** Include the following information referring to the 'client' in the invoice:

**Viajes Austral SA**

Calle Ibiza, 36

28009 Madrid - Spain

Tax Identification Number (NIF): ESA78304573

**Requirement 3.-** Include all the information related to the supplier in the invoice. The following information is mandatory:

Full name of the supplier:

Full address of the supplier:

Bank name:

Full address of the bank:

IBAN:

Country:

SWIFT code:

In the event that requirement 1 is not met, the invoice will be processed in accordance with the standard procedure, according to the payment period provided for therein.

In the event that requirements 2 and 3 are not met, the invoice will be returned.

The payment period will only begin when DT Global receives an invoice that meets all requirements.

## 8.- Tax regulations and expenses arising from transfers.

### Tax regulations.

It is the responsibility of the natural and legal persons receiving the transfers to comply with the applicable tax legislation, based on their tax residence. In the case of natural and legal persons with the same tax residence as DT Global, Spain, the corresponding tax withholdings will apply. In cases where international tax agreements or treaties apply that require DT Global to comply with certain regulations, these shall be strictly complied with and without exceptions.

Neither DT Global, the ADELANTE Window nor DG INTPA shall assume any liability for non-compliance with the fiscal obligations by the recipients of the transfers.

### Expenses arising from transfers.

Bank charges and fees arising from transfers shall be covered by DT Global when these are incurred by the issuing bank. The bank charges and fees generated by the recipient bank and intermediary banks shall be covered by the natural and legal persons receiving the transfers.

Payments shall not be made to more than one bank account for each recipient.

## 9.- Contact information.

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### **ADELANTE Team.**

The majority of the actions foreseen in each of the procedures can and shall be carried out through the ADELANTE Extranet, as established in the Guidelines for applicants and in the Manual for Implementation and Management. The 'Messages' section within the ADELANTE Extranet will be the main channel of communication with the ADELANTE Team.

### **DT Global mailing address.**

This is the only mailing address to which original printed documents must be sent, when required in the corresponding procedure:

**DT Global**

Calle de Orense 34, 6ª planta

28020, Madrid - Spain

Tax Identification Number (NIF): B79217279

All submissions must have 'ADELANTE Window' as a reference.



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## ANNEXES

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- Annex 1. **Time sheet.**
- Annex 2. **Per diem calculation table.**
- Annex 3. **Request for payment of per diem.**
- Annex 4. **Per diem receipt.**
- Annex 5. **Working days estimation tool.**
- Annex 6. **Invoice model for suppliers.**

# Annex 1. Timesheet

<b>Timesheet</b>				
<b>ADELANTE Window Triangular Cooperation EU - LAC</b>				
Triangular Cooperation Initiative Activity: Name of Professional/Consultant:			 DT Global	
Month: January		Year: 2022		
Day	Working day	Per Diem	Place of performance	Description of activity performed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>Total</b>	<b>0</b>	<b>0</b>		

Date, signature of professional/consultant

Date, signature of the person responsible for the Initiative in the Coordinating Entity

Date, signature of TAT Team Leader

Date, signature of Project Director at DT Global

Date, signature of ADELANTE 2 Programme Manager

## Annex 2. Per diem calculation table



**PER DIEM CALCULATION TABLE**  
FOR TRAVEL IN THE FRAMEWORK OF TRIANGULAR COOPERATION INITIATIVES

Country of destination	Daily amount
Spain	€ 212

Number of participants sharing the same itinerary	Departure date	Return date	Number of per diems/day	Total number of per diems	Total amount
5	01-Aug-22	06-Aug-22	5	25	€ 5,300
			0	0	€ -
			0	0	€ -
Estimated maximum amount					€ 5,300

Data to be registered on the ADELANTE Extranet during the formulation phase:	Days	Amount
	22	€ 5,500

**IMPORTANT:** Fill in only the spaces in yellow, where you will find a brief explanation.

### Annex 3. Request for payment of per diem.

To:  
DT Global IDEV Europe S.L.  
Calle de Orense 34, 6ª planta  
Madrid 28020  
Spain  
CIF – ES B79217279



Date:

Nº of request for payment:

*Fill in by the consultant/professional/ participant*

First and last name:	
Title of ADELANTE Initiative:	
Nº of passport/national identification number:	
Address:	
Country:	

*Fill in by DTG*

Name of Project:	ADELANTE 2
Number of Project:	

Start date of travel	DD-MM-YY		
Summary	Units	Amount €	Total
Per Diem	0.00	- €	- €
Deductions (advance payments made by DT Global before the travel started)	0.00	- €	- €
	0.00	- €	- €
	0.00	- €	- €
			- €
<b>TOTAL amount requested</b>			- €

Signature
-----------

Bank details	
Account holder:	
Bank name:	
Account Number/IBAN:	
SWIFT/BIC/ABA:	
Bank address:	
Country:	
Additional data:	

**Important:**

Please note that the person indicated as 'account holder' must match the person issuing the request for payment.

If you list a bank account other than the one indicated on your Financial Identification Form, you must inform the ADELANTE Team.

Please carefully review the bank details provided. Please note that providing incomplete or erroneous bank details may cause delays in the payment of your **per diem**.

Please note that following the above guidelines will avoid delays in the payment of your per diem

## Annex 4. Per diem receipt

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I, .....(first and last name)....., the undersigned, holder of passport number ....., declare that I have received .....(amount in euro)..... from .....(name of the entity/person delivering the payment)....., as a per diem allowance corresponding to my participation in the Activity.....(code and title of the activity) ..... held as part of the Triangular Cooperation Initiative .....(code and title of the Initiative)..... in the framework of the ADELANTE Window.

Date and signature

## Annex 5. Working days estimation tool



### WORKING DAYS ESTIMATION TOOL

FOR THE ESTIMATION OF CO-FINANCING UNDER THE EXPENSE CATEGORY 'HUMAN RESOURCES'.

Date of preparation	2022-05-10
Local currency	4200
Activity code according to the ADELANTE Extranet	A2-ICT000-22
Currency exchange rate - InforEuro	\$ 1

FORMULATION						IMPLEMENTATION	
Position of the professional	Entity	Description of the product/tasks to be developed	Required working days	Salary + Equivalent daily wage (local currency)	Amount in euro	Days worked	Euro amount of days worked
					€ -		€ -
					€ -		€ -
					€ -		€ -
<b>Total co-financing</b>			0	\$ -	€ -	0	€ -



## Annex 6. Invoice model for suppliers.

To:

DT Global IDEV Europe S.L.  
Calle de Orense 34, 6ª planta  
Madrid 28020  
Spain  
CIF – ES B79217279



Invoice date:

Invoice number:

*Fill in by the consultant/professional/supplier*

<b>First and last name:</b>	
<b>Name of Initiative ADELANTE:</b>	
<b>Nº of passport/national identification number:</b>	
<b>Address:</b>	
<b>Country:</b>	

*Fill in by DTG*

<b>Name of Project:</b>	ADELANTE 2
<b>Number of Project:</b>	

Dates of the services	FROM DD-MM-YY TO DD-MM-YY		
Summary	Units	Amount €	Total
Fees	0.00	- €	- €
Per Diem (if applicable)	0.00	- €	- €
Deductions (advance payments made by DT Global before the travel started)	0.00	- €	- €
Reimbursables	0.00	- €	- €
Subtotal	0.00	- €	- €
VAT (21% if applicable)	0.00	- €	- €
Personal Income Tax (15% if applicable)	0.00	- €	- €
<b>TOTAL Invoice EURO</b>			- €

Signature

<b>Bank details</b>	
<b>Account holder:</b>	
<b>Bank name:</b>	
<b>Account Number/IBAN:</b>	
<b>SWIFT/BIC/ABA:</b>	
<b>Bank address:</b>	
<b>Country:</b>	
<b>Additional data:</b>	

**Important:**

Please note that the person indicated as 'account holder' must match the person issuing the invoice

If you list a bank account other than the one indicated on your Financial Identification Form, you must inform the ADELANTE Team.

Please carefully review the bank details provided. Please note that providing incomplete or erroneous bank details may cause delays in the payment of your invoice.

Please note that following the above guidelines will avoid delays in the payment of your Invoice.



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