

# CHANGE LOG FILE

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Implementation manual

Version 3.1

July 2018

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REF.	MAIN TOPIC	DESCRIPTION OF THE CHANGE
B.3.1	Submission of expenditure to national controllers	Attention box revised and the exception related to BL1 has been deleted due to the changes made in chapter C.2.1.3 a.iv
C.2.1.3 a.iv	Staff working part-time with a flexible number of hours worked per month on the project	<p>The chapter has been revised to include the possibility:</p> <ul style="list-style-type: none"> <li>- To apply the corresponding pro-rata of 1.720 hours for individuals employed by the beneficiary to work on a part-time basis or on reduced hours and working part of their time on the project.</li> <li>- To calculate the hourly rate even if the data on the latest documented annual gross employment costs of the concerned employee is not available (i.e. for staff employed by the beneficiary as from less than one year). In such a case, the costs can be derived (extrapolated) from the available documented gross employment costs of at least 3 months or from the contract for employment duly adjusted for a 12-month period</li> </ul> <p>The example related to this calculation method has been revised accordingly.</p>
C.2.1.4	Figure 7 - summary of options for the reimbursement of staff costs	Figure has been updated to take into account changes made to chapter C.2.1.3 a.iv