

DIES National Multiplication Trainings (NMT)

2019-2020

Guidelines for Funding

The NMT programme funds will cover the expenditure for implementing the multiplication trainings which will be carried out by a training committee in their home country or the region. Each training has to be composed of at least two presence workshops which can take place from September 2019 to September 2020.

A budget about 25.000 Euro can be used as a point of reference for funding from the NMT programme for eligible applicant groups I and II and 10.000 Euro for eligible applicant group III (see Call for Proposals).

Apart from the funds provided by the DIES NMT programme, an **own contribution** (by the alumni's institution(s)) or **other sources of funding** are expected to cover approximately 10% of the total budget for eligible applicant groups I and II. Eligible applicant group III should have an own contribution amounting to at least 30% of the total budget. Applicants are expected to budget the total costs of the training (minimum 2 workshops) and include other sources of funding. The budget plan should be divided by year.

The expenditures of the NMT funds will need to be made accountable with a **list of expenses, original invoices/receipts**, and a **participants' list with signature** of each participant for the lump sum. They should be handed in within 6 weeks after each workshop, but not later than January 31, 2020 for workshops taking place in November and December 2019.

Own contributions and other sources of funding could be

- contributions from higher education institutions for workshop rooms and facilities (e.g. meeting rooms at your university can be used for the workshops free of charge; your university will cover one joint dinner)
- contributions from higher education institutions for personnel costs (e.g. you are allowed to work certain hours on the NMT project within the normal working time at

your university and/or additional staff from your university to support the workshop implementation on spot)

- individual contributions from the participants
- contributions from colleagues (e.g. your colleagues in the field will hold the presentation and/or guide the group work)

The budget for each NMT is divided into six categories. The regulations for each category are as follows:

1. Personnel staff

Item(s)	Local administrative staff for the support of the organisation of the workshop.
Description	Up to 60 hours according to the local salary per workshop. However, the total amount should not exceed 480 EUR per workshop.

2. Honorarium

Item(s)	Two experts can be invited to the workshop on a honorarium basis. Either one European and one regional expert or two regional experts.
Description	Up to two experts can receive a honorarium of up to 250 Euro per day per person. Contractual matters and payment of the European expert can be arranged by the University of Potsdam.

3. Travel of experts and training committee

Item(s)	The travel expenses (economy class and best option) for the European, the regional expert and/ or the training committee will be covered. Expenditure for visa and vaccines will be covered if applicable.
Description	Up to one return travel ticket (train, flight, bus) for the European, the regional expert and the training committee members per workshop can be budgeted. Visa fees and the vaccine costs needed for the travel can be budgeted and covered. University of Potsdam can arrange the travel for the European expert.

4. Accommodation and meals for experts and training committee

Item(s)	<p>Under this category, the training committee can budget the following expenses:</p> <ul style="list-style-type: none"> ▪ the accommodation of the experts and the training committee members ▪ and the costs for the meals which can include: <ul style="list-style-type: none"> ○ breakfast, ○ lunch, ○ dinner
Description	<p>The budget for accommodation and meals differs from country to country. Please refer to “Rates for Accommodation and Meals for Experts and Training Committee” for the calculation of <u>maximum budget per person per day</u>.</p>

5. Workshop materials

Item(s)	<p>Workshop materials can be</p> <ul style="list-style-type: none"> ▪ consumable materials such as paper and workshop stationery, etc. ▪ printing expenditure for flyer, brochures and training materials, etc.
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6. Accommodation and meals for participants

Item(s)	<p>Under this category, the training committee can budget a lump sum per participant per day according to the list “Lump Sum Rates for Accommodation and Meals for Participants”. The lump sum is meant for expenses such as:</p> <ul style="list-style-type: none"> ▪ accommodation ▪ and the costs for the meals which can include: <ul style="list-style-type: none"> ○ breakfast, ○ lunch, ○ coffee breaks during the workshop, ○ joint dinners
Description	<p>The lump sum can be budgeted per workshop day. Days of arrival and departure are counted as ½ day each. The amount per day needs to be requested fully per participant. The requested number of participants can be less than the actual participants.</p> <p>In order to verify the expenditure of the lump sum, no invoices or receipts are needed, but a participants’ list with original signature of the participants. The numbers of the participants on this list need to</p>

	<p>be at least in accordance with the requested lump sum.</p> <p>The lump sum can be used by the training committee to organize the catering and the accommodation of the participants.</p> <p>If the amount cannot cover all expenses for the accommodation and meals, the difference should be covered by other sources of funding or by the participants themselves (e.g. the participants pay the accommodation or part of the accommodation and meals on their own).</p>
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DIES NMT 2019-2020

Participants

Lump Sum Rates for Accommodation and Meals

Country	Lump sum per person/per day
Algeria	86.50 €
Angola	132.50 €
Argentina	72.00 €
Benin	50.50 €
Bolivia	46.50 €
Botswana	51.00 €
Burkina Faso	42.00 €
Burundi	49.00 €
Cambodia	47.00 €
Cameroon	90.00 €
Cape Verde	52.50 €
Central African Republic	37.00 €
Chad	81.50 €
Colombia	63.00 €
Congo	100.00 €
Congo, Democratic Republic	85.50 €
Costa Rica	46.50 €
Cuba	114.00 €
Dominican Republic	73.50 €
Ecuador	48.50 €
Egypt	62.50 €
El Salvador	59.50 €
Ethiopia	43.00 €
Gabon	139.00 €
Gambia	62.50 €
Ghana	87.00 €
Guatemala	48.00 €
Guinea	59.00 €
Guinea-Bissau	43.00 €
Honduras	50.50 €
Laos	48.00 €
India - Chennai	43.50 €
India - Kolkata	58.50 €

Country	Lump sum per person/per day
India - Mumbai	62.50 €
India - New Delhi	72.00 €
India - the other cities	72.50 €
Indonesia	65.00 €
Iran	98.00 €
Ivory Coast	73.00 €
Jordan	63.00 €
Kenya	111.50 €
Lebanon	60.00 €
Lesotho	51.50 €
Libya	50.00 €
Madagascar	43.50 €
Malawi	61.50 €
Mali	61.00 €
Mauritius	110.00 €
Malaysia	44.00 €
Mexico	70.50 €
Morocco	64.50 €
Mozambique	73.50 €
Myanmar	77.50 €
Namibia	38.50 €
Nicaragua	40.50 €
Niger	44.50 €
Nigeria	127.50 €
Panama	55.50 €
Paraguay	54.00 €
Peru	46.50 €
Philippines	53.50 €
Rwanda	70.50 €
Senegal	64.00 €
Sierra Leone	41.00 €
South Africa - Cape Town	56.00 €
South Africa – others	47.00 €

Country	Lump sum per person/per day
Sudan	57.50 €
Tanzania	100.50 €
Thailand	59.00 €
Togo	54.00 €
Tunisia	57.50 €

Country	Lump sum per person/per day
Vietnam	43.00 €
Yemen	47.50 €
Zambia	65.00 €
Zimbabwe	51.50 €

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Experts/Training Committee

Rates for Accommodation and Meals

Country	Maximum rates/per person per day	
	Accommodation	Meals ¹ (breakfast, lunch and dinner)
Algeria	173.00 €	42.00 €
Angola	265.00 €	64.00 €
Argentina	144.00 €	28.00 €
Benin	101.00 €	33.00 €
Bolivia	93.00 €	25.00 €
Botswana	102.00 €	33.00 €
Burkina Faso	84.00 €	36.00 €
Burundi	98.00 €	39.00 €
Cambodia	94.00 €	31.00 €
Cameroon	180.00 €	41.00 €
Cape Verde	105.00 €	25.00 €
Central African Republic	74.00 €	38.00 €
Chad	163.00€	53.00 €
Colombia	126.00 €	34.00 €
Congo	200.00 €	41.00 €
Congo, Democratic Republic	171.00 €	56.00 €
Costa Rica	93.00 €	39.00 €
Cuba	228.00 €	38.00 €
Dominican Republic	147.00 €	37.00 €
Ecuador	97.00 €	36.00 €
Egypt	125.00 €	34.00 €
El Salvador	119.00 €	36.00 €
Ethiopia	86.00 €	22.00 €
Gabon	278.00 €	51.00 €
Gambia	125.00 €	25.00 €
Ghana	148.00 €	38.00 €
Guatemala	90.00 €	28.00 €
Guinea	118.00 €	38.00 €
Guinea-Bissau	86.00 €	20.00 €
Honduras	101.00 €	40.00 €
India - Chennai	85.00 €	26.00 €
India - Kolkata	145.00 €	29.00 €
India - Mumbai	146.00 €	41.00 €
India - New Delhi	185.00 €	31.00 €

¹ The allocation of the meals is 20% for breakfast, 40% for lunch and 40% for dinner. If the breakfast is included in the accommodation, it needs to be deducted accordingly.

India - the other cities	85.00 €	26.00 €
Indonesia	130.00 €	31.00 €
Ivory Coast	146.00 €	42.00 €
Jordan	126.00 €	38.00 €
Kenya	223.00 €	35.00 €
Laos	96.00 €	27.00 €
Lebanon	123.00 €	36.00 €
Lesotho	103.00 €	20.00 €
Libya	135.00 €	52.00 €
Madagascar	87.00 €	28.00 €
Malawi	123.00 €	39.00 €
Malaysia	88.00 €	28.00 €
Mali	122.00 €	34.00 €
Mauritius	220.00 €	45.00 €
Mexico	141.00 €	34.00 €
Morocco	129.00 €	35.00 €
Mozambique	146.00 €	31.00 €
Myanmar	155.00 €	29.00 €
Namibia	77.00 €	19.00 €
Nicaragua	81.00 €	30.00 €
Niger	89.00 €	34.00 €
Nigeria	255.00 €	52.00 €
Panama	111.00 €	32.00 €
Paraguay	108.00 €	31.00 €
Peru	93.00 €	25.00 €
Philippines	116.00 €	27.00 €
Rwanda	141.00 €	38.00 €
Senegal	128.00 €	37.00 €
Sierra Leone	161.00 €	40.00 €
South Africa - Cape Town	112.00 €	22.00 €
South Africa - Johannesburg	124.00 €	24.00 €
South Africa - the other cities	94.00 €	18.00 €
South Sudan	150.00 €	28.00 €
Sudan	115.00 €	29.00 €
Tanzania	201.00 €	39.00 €
Thailand	110.00 €	31.00 €
Togo	108.00 €	29.00 €
Tunisia	115.00 €	33.00 €
Uganda	129.00 €	29.00 €
Vietnam	86.00 €	34.00 €
Yemen	95.00 €	20.00 €
Zambia	130.00 €	30.00 €
Zimbabwe	140.00 €	37.00 €