VADEMECUM

For projects & missions subsidised by the CEBioS programme

This is a 'living document', regularly updated according to new federal & internal regulations.
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Contents

Introduction **3**

General Guidelines **4**

1. Eligible expenses 4
2. Ineligible expenses 4
3. Supporting documents 5
4. Budget planning and Financial report 7

4.1. Budget planning *7*
4.2. Financial reporting *7*

5. Overheads 8
6. Single financing 8

Specific guidelines **9**

A. You are implementing/participating to an activity in Belgium 11

A.1. You are a GTI trainee (Short-term Scholarship) *11*
A.2. You are a GTI tutor in Belgium *13*
A.3. You are a non-Belgian participant invited to a workshop *13*
A.4. You are a non-Belgian trainer / keynote speaker invited to a workshop *15*

B. You are implementing an activity in one of the Belgian Development Cooperation partner countries 18

B.1. You are implementing a GTI-project *18*
B.2. You are organising a Workshop *19*
B.3. You are involving non-Belgian participants / trainers / keynote speakers to one or several activities *21*

C. You are invited to an international conference 24

C.1. You are invited as country representative to a CBD CoP, SBSTTA or SBI 24
C.2 You are invited to a scientific conference 25
C.3. You are invited as an expert to contribute to a training workshop or field mission *26*

Summary expenses table **27**

Introduction

The CEBioS[1] programme has entered a new first phase of its 5-year cycle (2024-2029) within the broader 10-year strategy (2024-2033). For more information on its mandate and functioning, please visit https://cebios.naturalsciences.be/.

This Vademecum was developed to meet the needs of CEBioS partners and stakeholders in order to have clear financial rules. The Vademecum will be regularly adapted according to the experiences of our partners or the new regulations of the Belgian Development Cooperation Department (DGD) or the Belgian State.

Each intervention (project, mission, workshop) funded by CEBioS must take into account this Vademecum to develop its **budget** and financial **report**. Once the contract with the Royal Belgian Institute of Natural Sciences (RBINS) has been signed, the rules of this Vademecum must be fully respected during its implementation.

The Vademecum is always an integral part of the appendix to calls and contracts.

All CEBioS stakeholders are bound by the Integrity Charter (Annex 4).

[1] In the text CEBioS or RBINS are used and interchangeable.

General Guidelines

1. Eligible expenses

When writing a budget, it is essential to know the type of eligible costs. Several examples of eligible and ineligible expenditures are listed in the next paragraphs.

To be eligible, an expense must meet several cumulative conditions:

- It is documented by supporting documents (see 3. Supporting Documents);
- It can be identified and controlled;
- It is essential for achieving the outcome of the programme / project and is used in accordance with the approved budget;
- It must be carried out during the period of implementation of the programme / project;
- It complies with applicable tax, social security, and public procurement regulations and adheres to the internal policies of the subsidized organization (see 3 Supporting documents);
- It is not submitted for reimbursement to another funding partner (double funding);
- It is subject to the signed contract.

Moreover, concerning all projects implemented at institutions benefiting from our 'Institutional Cooperation', we recommend to use a stamp, hence identifying all payment proof with 'CEBioS cooperation'.

2. Ineligible expenses

The following expenses are **not** eligible:

1. all accounting transactions not involving payments, unless they originate from a legal obligation borne by the intervention;
2. provisions for risks and charges, losses, liabilities or potential future liabilities;
3. debt or debit interest unless such interest are the direct consequence of a delay in payment of a debt under the terms of Article 32 of the Royal Decree[2], which exceeds two months;
4. impaired debt-claims, including real or estimated losses, caused by non-recoverable funds and other receivables, included the legal costs to recover those funds or receivables;
5. Currency exchange losses;
6. loans to third parties;
7. guarantees;
8. expenses already covered by another subsidy*;

[2] https://etaamb.openjustice.be/fr/arrete-royal-du-11-septembre-2016_n2016015111.html

9. invoices from other organizations for goods and services already subsidized;
10. contracts for subcontracting or consultancy for key tasks in the programme, project, synergy project or partnership project of the governmental cooperation, which belong to the "core business" of the subsidized organization;
11. outsourcing through service or consultancy contracts to employees or members of the Board and General Assembly of the subsidized organization;
12. sublease of all kinds to itself;
13. the purchase of land and property, unless those purchases are indispensable for the achievement of the objectives of the intervention, and on condition that the ownership at the end of the programme is transferred to a partner;
14. expenses resulting from compensation in response to a claim arising from civil liability of the organization;
15. severance pay for not worked notice period, unless imposed by national legislation;
16. expenses related to expatriation (relocation, installation bonus, tickets for the spouse and dependents) ;
17. the purchase of alcoholic beverages, tobacco and derivative products;
18. attendance tokens;
19. depreciation;
20. housing allowances for homeowners.

* Double or multiple funding is not allowed, and means that the same expenditure has been funded at least twice by the same donor or at the same time by several donors.

3. Supporting documents

On each proof of payment, bill, supporting document, receipt, will appear:

- a number according to the financial reporting table (from 1 onwards)
- the internal accounting number of the piece;
- the date of the transaction;
- the data (address, telephone number, and/or commercial identification number) of the supplier;
- a detailed description of the purchase (description, quantity, unit price, total price, grand total);
- that the invoice has been paid (stamp or signature).
- A project (or specific accounting number) stamp on each original supporting document. This when several projects are subsidised at the same time by the same funding partner. This applies for institutional cooperation partners.

Please highlight the amount to be taken into account for the financial report.

For any flight ticket, the boarding pass (round trip) should be provided, together with the proof of payment.

Examples of non-acceptable supporting pieces are provided in Annex 1 of this document.

No expenditure will be reimbursed without appropriate supporting documents. To avoid loss or disappearance of supporting documents, the following measures are recommended:

- Make regular backups of supporting documents in the form of copies.
- Make sure that more than one person has access to the documents.
- If possible, digitise supporting documents.

4. Budget planning and Financial report

4.1 Budget planning

Budgeting will be done using the Excel file, as provided by CEBioS. It must be attached to the project submission. The Excel file uses automatic calculations. Therefore it is not recommended to fill out automated columns yourself.

The different budget items will have a direct link to the project activities and will be grouped by activity in the Excel file. A technical note which concerns the drafting of a budget is available in Annex 2.

4.2 Financial reporting

The financial report will be prepared using the same categories of expenditure as in the submitted budget. See Annex 2 for further information. If the expenditure exceeds the budget granted, only the budget balance foreseen in the contract will be reimbursed.

The reporting is done in three steps:

1. Before the submission deadline of the financial report (specified in the contract, 1 month before the end of the contract), the contractor sends a scan of all the supporting documents to the relevant CEBioS project manager, with the completed Excel file according to the budget lines.

   See Point 3, 'supporting documents' for the list of elements that need to appear on each scanned item.

   Bank statements showing receipt fees, exchange rates and withdrawal fees must be added in order to be considered when calculating the balance.

2. After verification of all the documents by the CEBioS project manager, in case of remarks, the contractor will be asked to make **a final excel sheet** taking into account the comments of the project manager and this **within 15 days**. The original verified accounting pieces are kept by the contractor and must remain available for possible audits by a CEBioS project manager, an administrator of the DGD (CEBioS' donor) or an external expert for **10 years**. **Regular inspections by CEBioS will be carried out during monitoring missions (sampling of accounting pieces)**.

3. After accounting for the final bill at the RBINS, a letter/mail will be sent to the contractor to notify the balance to be received or refunded.

   If expenses do not fulfill the general eligibility criteria (see point 1. Eligible expenses), the following procedure should be applied:

   1. Procedure to be followed:

• Official notification from the RBINS to the partner (amount concerned, reason for non-compliance, etc.).
• Appeal by the partner in case of disagreement, within 30 days of notification by the RBINS.

2. Effects:
• Full reimbursement of advance payments with interest at the legal rate in force in the country where the RBINS has its headquarters, and exclusion of the partner from RBINS funding for one year.

5. Overheads

Within project budgets, it is **not allowed** to add an overhead for the benefitting institute. Any management costs should be explicitly listed under operational costs and detailed, e.g., renewal of equipment, field fee, photocopies, internet connection etc.

All expenses under such management costs should:

- Be directly related to the project: the identifiable costs linked to management, supervision, coordination, monitoring, specifically generated by the implementation of the project;
- Be reported with proofs of payments or bills.

6. Single financing

Obviously, all expenses incurred under the CEBioS programme support should not be asked to be reimbursed under the support of another donor, this to avoid 'double financing'. Double financing occurs when the same expense is funded multiple times by the same donor or simultaneously by multiple donors. The contractor must ensure transparent and accurate financial reporting to avoid any risk of duplication (see also Point 2, ineligible expenses).

7. Projects funded through external sources

For projects implemented by CEBioS together with one or more partners and financed through funding sources or contracts other than the DGD-funded CEBioS core budget, per diem and accommodation rates may refer to the ceilings established by the applicable Belgian Royal or Ministerial Decree (see Annex 3). These amounts shall be considered as maximum ceilings and not as automatic entitlements. Actual costs should remain reasonable, justified and proportionate to the activities implemented.

The proposed per diem and accommodation rates should be discussed and agreed with CEBioS during budget preparation as well as during project implementation. Any specific provisions included in the applicable funding agreement or donor requirements should be taken into account when determining the applicable rates.

Specific guidelines

CEBioS has designed this chapter to address the most common questions and to quickly guide you to the information you need. This chapter serves as a user guide and will be regularly updated as new questions or situations requiring clarification arise.

To facilitate your search, we have organised the questions into several categories. Please select the section most relevant to your situation to find tailored answers.

How to use the Specific Guidelines?

1. **Identify your situation** from the options provided below (e.g., You are implementing an activity in Belgium, You are invited to an international conference, etc.).
2. **Select the corresponding category** to access detailed answers and guidelines.
3. **If you cannot find the answer you are looking for**, feel free to send your inquiry to secretariat.cebios[at]naturalsciences.be

We encourage you to explore the categories to quickly find the solution you need. If you are unsure where to begin, start with the section that seems most relevant to your situation.

Specific Guidelines

A. You are implementing/participating to an activity in Belgium

A.1. You are a GTI trainee (short-term scholarship)

A.2. You are a GTI tutor

A.3. You are a non-Belgian participant invited to a workshop

A.4. You are a non-Belgian trainer or keynote speaker invited to a workshop

B. You are implementing/ participating to an activity in one of the Belgian Development Cooperation partner countries

B.1 You are implementing a GTI-project

B.2 You are organising a workshop

B.3 You are a non-Belgian participant / trainer / keynote speaker invited to a workshop

- You are on mission INSIDE your own country
- You are on mission OUTSIDE your own country

C. You are invited to an international conference, field mission or training workshop

C.1. You are an invited country representative to a CBD-related meeting (COP, SBSTTA, SBI,...)

C.2. You are an invited participant to a scientific conference

C.3. You are invited as an expert to contribute to a training workshop or field mission

A. You are implementing/participating to an activity in Belgium

A.1. You are a GTI trainee (Short-term Scholarship)

Scholarships

CEBioS grants rates are subject to the approval of the Belgian Development Cooperation (DGD) through the CEBioS steering committee. Any modification will be automatically applied by CEBioS. The CEBioS programme only funds short-term fellowships (usually 5 weeks, but in theory with a max. of 6 months). The "scholarship" covers the whole sum of the different benefits listed below.

Per diem

The trainee will receive a daily allowance (called "per diem") of 56 € per day spent in Belgium plus the day of arrival and departure (if departure/arrival before noon, a full day is counted; if after noon, a half day is counted).

This per diem will be used by the trainee for all his/her living expenses, namely to eat, to travel within the host country and for any other expenses not supported by the RBINS as indicated in this Vademecum.

Accommodation

The reservation and payment of accommodation in Belgium are made by the RBINS. The trainee is required to occupy the accommodation reserved for him/her. Any damage to the accommodation will be charged to the trainee.

Travel

Regarding the visa, trainees coming to Belgium as part of a project of the RBINS-CEBioS programme benefit from **a simplified procedure**. The Belgian Embassy can issue the visa for free, thanks to **the DGD certificate** sent directly to it by the RBINS. If there is no Belgian Embassy in the city / region of origin of the trainee, the RBINS will inform the trainee to which Embassy she/he must go to obtain his/her visa and may refund only the costs incurred for transport (round trip) on the basis of original pieces of justification.

When applying for a visa, it is important that the trainees passport is still valid for 6 months after the date of return. The RBINS does not reimburse fees for the procurement of a passport. The trainee is responsible to make the visa request on time (see embassy regulations), to receive the visa before the date of departure.

A return economy class air ticket from his/her home country to Belgium will be provided by the RBINS to the trainee. The trainee has to provide to RBINS his/her boarding passes for the round trip. The RBINS is required to provide the most direct ticket and the cheapest one possible. Flight itineraries cannot be changed for personal reasons and must respect the period defined for the study visit. If the trainee misses his/her flight for any reason, a new ticket might be at his/her charge.

Indirect costs

All indirect expenses related to the preparation of the trip in the country of origin will be refunded on the basis of a single lump-sum of 200 €, which will be given to all the trainees on arrival at the RBINS by the accountant. These expenses (other than additional costs, see next paragraph) do not require supporting documents.

Additional expenses

In addition, the beneficiary may be reimbursed for the following costs once he/she has arrived in Belgium, upon presentation of original supporting documents:

- Intermediary fees for obtaining the visa (if necessary)
- Transport to the airport and Go Pass
- Covid tests (or other compulsory test) or any other compulsory vaccine or medications
- Travel to the capital of the country of residence if necessary: internal flight, bus, accommodation (max 65 €/night, maximum 10 days unless exception validated by CEBioS) and a per diem of 25 €.
- Eventual derogations to the per diem of 25 € for longer stays in Kinshasa should be asked by e-mail beforehand to CEBioS.

No other costs will be refunded.

Return travel expenses

The rule applicable to return travel expenses is to base them on the expenses incurred for the outward journey. For the return travel costs, the same amount is therefore foreseen, for example for the purchase of the internal air ticket or the taxes to be paid. Details will be provided before the beneficiary returns. However, the return journey is often likely to be shorter than the outward journey, as no visa or covid tests are required.

Small equipment costs

To facilitate the internship and the work of the trainee on a daily basis, a budget of up to 200 € is available per stay for books, publications, small field or computer equipment such as an external hard drive, etc. This material must be ordered from the accountant before the stay. Instructions on how to order this equipment will be provided by CEBioS by email before the trip. A donation form will be signed by CEBioS and the trainee after receipt of the material.

Taxi costs

For each trainee, a taxi service is organized and paid for by the RBINS for arrival in and departure from Belgium. The trainee will be informed in advance by e-mail of the exact time and meeting point at the station or at the airport of arrival. If the arrival is later or earlier, she/he is asked to inform the taximan and/or wait at the designated place of appointment. The RBINS will not reimburse the costs if the trainee uses another taxi, without a clear justification why the reserved taxi was not used.

Insurances
A liability insurance, a health care insurance, and a repatriation and assistance insurance, concluded with ETHIAS, will cover the period between the day of arrival and the day of departure of trainees. If the trainee has taken out insurance in his/her country for his/her stay in Belgium, she/he will not be reimbursed. Medical and pharmaceutical expenses will be reimbursed to the trainee only for care related to an illness or accident that occurred during the internship period. Medical and pharmaceutical costs cannot be reimbursed by RBINS for an illness or accident prior to the trainee's arrival in Belgium. After reimbursement of these costs, the original documents (medical strains, pharmacy tickets, etc.) will be sent to ETHIAS for reimbursement.

Contracts
An internship contract will be prepared by the RBINS and sent to the trainee for signature before his/her arrival in Belgium.

Nagoya Protocol
The trainee is responsible to contact his/her National Focal Point for the Nagoya Protocol (if the country has ratified this Protocol) and to complete all steps prior to his/her departure if she/he wishes to bring collections to the RBINS. Unreported specimens will be refused by the RBINS collection managers. Potential costs for obtaining the permit will be reimbursed upon receipt.

Reporting and evaluation
Maximum one month after returning to his/her country of origin, the trainee is required to send the RBINS by e-mail a detailed scientific report of his/her internship as well as a 'practical' self-assessment of the course of his/her internship. The RBINS will provide templates that can be used as a basis for the two documents.

A.2. You are a GTI tutor in Belgium

CEBioS is taking care of all logistical and administrative organization related to the stay in Belgium of the trainee you supervise.

A bench fee of 50 € per working day is foreseen to cover some of the operational costs associated with the training. This calculated amount is available to the scientist in charge of tutoring the trainee. Since our funding is provided by the Belgian Development Cooperation, we believe that the this funding should optimally serve future work of taxonomists from partner countries. As such, we propose that the bench fees are used to acquire research equipment (or equivalent, e.g. reference material, software, etc.) that will facilitate forthcoming trainings of your GTI visitor(s).

A.3. You are a non-Belgian participant invited to a workshop

This section regards all participants, from outside Belgium, invited to Belgium by CEBioS (and not as a trainee for Short-term Scholarships), for a workshop/training/capacity building event.

Per diem

For the South-North missions (in Belgium), the amounts are fixed as follows:

Daily allowance (per diem): **75 €** per day maximum. This amount can decrease depending on the expenses covered by the organizer (e.g.: breakfast, lunch, transport, etc.).

This daily allowance will be used by the participant for all his/her living expenses (food, travels for his/her leisure during evenings and weekends and for any other expenses not covered by the RBINS as indicated in this Vademecum).

Accommodation

The reservation and payment of accommodation in Belgium are made by the RBINS. The participant is required to occupy the accommodation reserved for him/her.

A maximum accommodation allowance (hotel) of 125 € max/night will be paid by CEBioS to the hotel chosen by CEBioS. Housing costs may in no case exceed the amounts of the Belgian Ministerial Decree (see Annex 3).

The payment of accommodation is not included in the per diem.

Travel

Regarding the visa, participants coming to Belgium as part of a project of the RBINS-CEBioS programme benefit from **a simplified procedure**. The Belgian Embassy can issue the visa for free, thanks to **the DGD certificate** sent directly to it by the RBINS. If there is no Belgian Embassy in the city / region of origin of the participant, the RBINS will inform him/her to which Embassy she/he must go to obtain his/her visa and may refund the costs incurred for transport (round trip) on the basis of original pieces of justification.

When applying for a visa, it is important that the participant's passport is still valid for 6 months after the date of return. The RBINS does not reimburse fees for the procurement of a passport.

A return economy class air ticket from his/her home country to Belgium will be provided by the RBINS to the participant. The participant has to provide to RBINS his/her boarding passes for the round trip. The RBINS is required to provide the most direct ticket and the cheapest one possible. Flight itineraries cannot be changed for personal reasons and must respect the period defined for the visit.

For each participant, a taxi service is organized and paid for by the RBINS for arrival in and departure from Belgium. She/He will be informed in advance by e-mail of the exact time and meeting point at the station or at the airport of arrival. If the arrival is later or earlier, she/he is asked to inform the taximan and / or wait for him/her at the designated place of appointment. The RBINS will not reimburse the costs if the participant uses another taxi, without a clear justification why the reserved taxi was not used.

Insurance
Travel in Belgium: A liability insurance and a health care insurance and a repatriation and assistance insurance, concluded with ETHIAS, will cover the period between the day of arrival and the day of departure of trainees. If the participant has taken out insurance in his/her country for his/her stay in Belgium, she/he will not be reimbursed. Medical and pharmaceutical expenses will be reimbursed to the participant only for care related to an illness or accident that occurred during the internship period. Medical and pharmaceutical costs cannot be reimbursed by RBINS for an illness or accident prior to the participant's arrival in Belgium. After reimbursement of these costs, the original documents (medical strains, pharmacy tickets, etc.) will be sent to ETHIAS for reimbursement.

Other expenses
All transport within Belgium should be paid with the per diem, unless otherwise stated in the terms of references of the specific visit.

A.4. You are a non-Belgian trainer / keynote speaker invited to a workshop

This section regards workshop trainer and/or keynote speaker, from outside Belgium, invited to Belgium by CEBioS (and **not** as a trainee for Short-term Scholarships) to contribute to the workshop by offering training specific content to the workshop participants.

Per diem
For the South-North missions (in Belgium), the amounts are fixed as follows:

Daily allowance (per diem): 75 € per day. This amount can decrease depending on the expenses covered by the organizer (e.g.: breakfast lunch, transport, etc.).

This daily allowance will be used by the trainer/keynote speaker for all his/her living expenses, (food, travels for his/her leisure during evenings and weekends and for any other expenses not covered by the RBINS as indicated in this Vademecum).

Bonuses

As an invited trainer or keynote speaker, preparation work are foreseen and will be financially compensated based on a specific number of days worked prior to the workshop. For a one-week workshop, 2 days will be compensated for a total amount of **200 €**.

Accommodation
The reservation and payment of accommodation in Belgium are made by the RBINS. The trainer / keynote speaker is required to occupy the accommodation reserved for him/her.

A maximum accommodation allowance (hotel) of 125 € max/night will be paid by CEBioS to the hotel chosen by CEBioS. Housing costs may in no case exceed the amounts of the Belgian Ministerial Decree (see Annex 3).

The payment of accommodation is not included in the per diem.

Travel

Regarding the visa, trainers or keynote speakers coming to Belgium as part of a project of the RBINS-CEBioS programme benefit from **a simplified procedure**. The Belgian Embassy can issue the visa for free, thanks to **the DGD certificate** sent directly to it by the RBINS. If there is no Belgian Embassy in the city / region of origin of the trainer / keynote speaker, the RBINS will inform him to which Embassy she/he must go to obtain his/her visa and may refund the costs incurred for round trip transport on the basis of original pieces of justification.

When applying for a visa, it is important that the trainer / keynote speaker's passport is still valid for 6 months after the date of return. The RBINS does not reimburse fees for the procurement of a passport.

A return economy class air ticket from his/her home country to Belgium will be provided by the RBINS to the trainer / keynote speaker. The boarding passes for the round trip have to be kept and provided to RBINS. The RBINS is required to provide the most direct ticket and the cheapest one possible. Flight itineraries cannot be changed for personal reasons and must respect the period defined for the study visit.

All expenses related to the preparation of the trip in the country of origin (travel for obtaining the visa, communications, journey to the airport, etc.) will be refunded on the basis of a single lump-sum of 200 €, which will be given to all the trainers / keynote speakers on arrival at the RBINS by the accountant.

For each trainer / keynote speaker, a taxi service is organized and paid for by the RBINS for arrival in and departure from Belgium. She/He will be informed in advance by e-mail of the exact time and meeting point at the station or at the airport of arrival. If the arrival is later or earlier, she/he is asked to inform the taximan and / or wait for him/her at the designated place of appointment. The RBINS will not reimburse the costs if the trainer / keynote speaker uses another taxi, without a clear justification why the reserved taxi was not used.

Insurance

Travel in Belgium: A liability insurance and a health care insurance and a repatriation and assistance insurance, concluded with ETHIAS, will cover the period between the day of arrival and the day of departure of trainers / keynote speakers. If the trainer / keynote speaker has taken out insurance in his/her country for his/her stay in Belgium, she/he will not be reimbursed. Medical and pharmaceutical expenses will be reimbursed to the trainer / keynote speaker only for care related to an illness or accident that occurred during the internship period. Medical and pharmaceutical costs cannot be reimbursed by RBINS for an illness or accident prior to the trainer / keynote speaker's arrival in Belgium. After reimbursement of these costs, the original

documents (medical strains, pharmacy tickets, etc.) will be sent to ETHIAS for reimbursement.

Other expenses

All transport within Belgium should be paid with the per diem, unless otherwise stated in the terms of references of the specific visit.

B. You are implementing an activity in one of the Belgian Development Cooperation partner countries[3]

B.1. You are implementing a GTI-project

This section mainly regards the GTI tutors implementing activities in one of the Belgian Development Cooperation partner countries, as well as countries belonging to partner regional organizations (See list below in footnote[3]). Therefore, this sub-chapter only applies to all staff of RBINS or Meise Botanic Garden, and invited experts contributing to the implementation of GTI activities.

Mission regulations

Staff members of the RBINS are required to respect the mission rules of the RBINS and the procedures in Ask & Go.

See the RBINS mission regulations.

Invited external experts are expected to comply with the applicable mission-related financial and administrative rules, including the ceilings and conditions defined in the relevant ministerial decree and the RBINS mission regulations, as specified in their mission contract.

Contract or Memorandum of Understanding

Before leaving on a mission, the researcher from the RBINS or invited expert will have to sign a contract (researcher outside RBINS) or a "Memorandum of Understanding (MoU)" (RBINS researcher) for which a model will be provided by the RBINS. The researcher/expert will respect the terms of the contract/MoU, in particular with regard to the deadlines for submission of reports, the deliverables and the budget granted. **The expenditures that will be reimbursed can never exceed the budget granted.**

The contract or MoU shall specify the approved budget and the categories of expenditures eligible for reimbursement, including where applicable travel costs, accommodation costs, daily subsistence allowances (per diem) and other mission-related expenses. Reimbursed expenditures may not exceed the approved budget.

Preparation of the mission and reporting

The researcher of the RBINS is asked to:

- Prepare her/his mission request and submit it to CEBioS accountant (Vincent Pinton, vpinton@naturalsciences.be) in order to submit it in Ask & Go preferably 2 months before his/her departure so that the necessary accounting steps can be arranged for ;

[3] Benin - Burkina Faso - Burundi - Cabo Verde – Cambodia - Cote d'Ivoire - DR Congo - Gambia – Ghana – Guinee – Guinee Bissau – Kenya – Laos - Liberia - Mali - Morocco - Mozambique - Niger – Nigeria - Palestinian Territory - Rwanda - Senegal - Sierra Leone - Tanzania – Thailand - Togo - Uganda – Vietnam

- Once the CEBioS accountant informs that the request is approved, the researcher submits it in Persopoint;
- Submit the supporting documents and financial reports to the CEBioS accountant for inspection before submitting them to the RBINS' general accounting department for inspection and approval;
- Respect the deadline of 2 months after returning from a mission to deliver the documents, reports, evaluations etc. (deliverables explained in contract or MoU) to the accountant of CEBioS. If this deadline is not respected, CEBioS cannot be held responsible for the non-repayment of the balance of the project and all other expenses will not be allocated to CEBioS budget.

Nagoya Protocol

Researchers traveling to the South to sample specimens are requested to inform themselves about the Nagoya Protocol and its application in the country of destination. For more information, it is possible to contact the Belgian National Focal Point, Mrs. Salima Kempenaer (https://absch.cbd.int) and/or the officials of the Nagoya Protocol within the RBINS (Hendrik Segers (hsegers@naturalsciences.be) for general information or Han de Koeijer (hdekoeijer@naturalsciences.be) for specific information about the country. The budget table of the project should foresee potential costs related to the Nagoya Protocol, and the receipt should be included in the financial report.

B.2. You are organising a Workshop

You organize a workshop either as part of institutional cooperation and related funding or with a specific service contract with RBINS.

Costs for organising a workshop

For the organization it may be necessary to travel within the town of residence[4] for various reasons. There should be a budget line for these expenses, e.g., for expenses related to the reception of foreigners at the airport or elsewhere. It is possible to arrange the rental of a vehicle with per diem for the driver, parking fee at the airport.

Meeting room renting

The rental of a meeting room can be included in the budget if the institute with which the contract is established does not have a room adapted to the requirements of the training / meeting (number of participants, internet connection or invitation of high-ranking persons, etc.).

Organization Committee

It is sometimes necessary to have an organizing committee for a national training or an international meeting to ensure the administrative procedures related to the training / meeting. This committee may be remunerated according to specific rules

[4] Here we consider the town of residence during working hours.

(see below). For any other event, an organizing committee cannot be included in the budget.

The committee will consist of a maximum of 3 persons who will receive a work premium for maximum of 5 days (3 days before the event and 2 days after the event). The bonus cannot exceed 30 € per day per person.

Media coverage

If the nature of the activities lends itself to it, it is desirable to include a "communication to the general public" aspect. Media participation is often expensive. It is advisable not to spend too much money for media participation and to be selective with invitations (exclude for example those who will not publish or provide limited coverage, invite those who target audiences targeted by the subject). It is important to recover all material produced by the media at the end of the project and to add it to the final report and on the country's CHM website.

Communication costs

Communication costs must be reasonable (= according to average normal costs of such services) and related to the activities. There are no capped amounts for these fees but CEBioS reserves the right to reduce them in the budgets if they are too high.

For CHM training a communication budget line is mandatory and must also provide, if necessary, additional internet connection for trainers.

B.3. You are a non-Belgian participant / trainer / keynote speaker invited to a workshop

B.3.1. The participant is on mission INSIDE his own country

Per diem

The per diem covers living expenses (food, drinks, local trips for personal convenience, other ancillary costs). The amount of the per diem is limited to a maximum and determined by the number of days spent on the mission. It is calculated from the day of departure to - and including - the day of return. If the beneficiary combines missions for different funders, they are invited to report the number of actual days to be charged to the CEBioS activity for which she requests the per diem. If the amount paid does not correspond to the budget, and to the exact duration of the mission due to unexpected but justified changes made during the mission, an adjustment can be made at the time of final billing of the mission expenses.

By default, CEBioS applies a maximum per diem of 25 € per day for missions by national participant / trainer / keynote speakers in their country[5].

However, if **scales of fees are imposed** on researchers / technicians by their home institution, **they can be applied to the mission funded by CEBioS**. In this case, these scales must be annexed to the project agreement / contract covering the mission**.**

Important notice : any amount exceeding 25 €/day should be covered by the home institute.

Bonuses for non-Belgian trainer / keynote speaker

As an invited trainer or a keynote speaker, preparation work are foreseen and will be financially compensated based on the number of days worked prior to the workshop. For a one-week workshop, 2 days will be compensated for a total amount of **200 €**. This should be planned in the project budget beforehand.

Accommodation

The payment of accommodation is not included in the per diem. Accommodation costs (hotel stay, tent rental, etc.) must be added to the project budget. All invoices must be provided at the end of the project. Accommodation costs **may in no case exceed the amounts** of the Belgian Ministerial Order (see Annex 3), but it is recommended to seek for cheaper accommodation in order to save money for the project (efficiency).

Travel

For participants / trainers / keynote speakers based outside the city where the meeting / activities will take place, transportation costs will be reimbursed based on:

[5] For people living in the town where the meeting takes place, please refer to the chapter "To attend a meeting in the home town" on page 23.

- Bus tickets or taxi bills if no public transportation exists or for safety reasons
- Evidence of vehicle rental;

If vehicle rental, the following charges may be accepted:

- Fuel costs based on invoices;
- Engine liquid costs based on invoices;

If transport by road, rail, boat is not possible, air travel is permitted in economy class. Airport taxes are also refunded. The itinerary must be chosen on elements of safety, efficiency and reasonable price.

Any other costs, for example due to a breakdown of rental vehicles, will not be reimbursed. It will be the responsibility of the company that rents the vehicle. This means that you must insure the rented vehicle.

To attend a meeting in the home town

By default, CEBioS will allow a maximum compensation of **10 €** per day for participation in a meeting in the home town. This lump sum includes per diem, round-trip transportation and all other expenses.

However, if **scales of fees are imposed** on researchers / technicians by their home institution, **they can be applied to the CEBioS funded trip**. In this case, these scales must be annexed to the project agreement / contract covering the mission**. If the scale exceeds € 10 per day, and the institution wishes to pay this higher compensation, the difference must be paid by the institution budget (other than CEBioS).** Each adaptation of these scales must be communicated to CEBioS in advance.

B.3.2. The *participant* is on *mission* OUTSIDE his/her own country

Per diem

For the South-South missions the amounts are fixed as follows:

Daily allowance (per diem): The amount of per diem is in accordance with the per diem of the Belgian Development Cooperation Ministerial Order (see Annex 3). This amount can decrease depending on the expenses covered by the organizer (e.g.: breakfast lunch, transport, etc.).

This daily allowance will be used by the participant / trainer / keynote speaker for all his / her living expenses, (food, to travel for his / her leisure during evenings and weekends and for any other expenses not covered by the RBINS as indicated in this Vademecum).

Bonuses for non-Belgian trainer / keynote speaker

As an invited trainer or a keynote speaker, preparation work are foreseen and will be financially compensated based on the number of days worked prior to the workshop. For a one-week workshop, 2 days will be compensated for a total amount of **200 €**. This should be planned in the project budget beforehand.

Accommodation

The reservation and payment of accommodation in the country of the short stay are made by the RBINS (in case of workshop, summer school, etc. organized by CEBioS) or by a third party designated by CEBioS or by the partner organizing the event. The participant / trainer / keynote speaker is required to occupy the accommodation reserved for him/her.

A maximum accommodation allowance (hotel) will be paid by CEBioS/ third party/ partner to the hotel chosen. Housing costs may in no case exceed the amounts of the Belgian Ministerial Decree (see Annex 3).

The payment of accommodation is not included in the per diem. CEBioS strongly recommends to seek for a decent but cheap accommodation in order to spare funds for the projects.

Travel

Regarding the visa, participants / trainers / keynote speakers coming to the country of the short stay as part of a project of the RBINS-CEBioS programme need to comply to all visa requirements of the host country.

When applying for a visa, it is important that the participant / trainer / keynote speaker's passport is still valid for 6 (or more, check visa requirements of the country) months after the date of return. The RBINS does not reimburse fees for the procurement of a passport.

A return economy class air ticket from his / her home country to host country will be provided by the RBINS/ partner to the participant / trainer / keynote speaker. The boarding passes for the round trip have to be kept and provided to RBINS. It is required to provide the most direct ticket and the cheapest one possible. Flight itineraries cannot be changed for personal reasons and must respect the period defined for the study visit.

Insurance

The participant / trainer / keynote speaker must subscribe to a travel insurance and can be reimbursed for the amount paid by submitting a scanned invoice.

Other expenses

The Per diem is providing for this.

C. You are invited to an international conference, field mission or training workshop

C.1. You are invited as country representative to a meeting linked to the CBD (CoP, SBSTTA or SBI)

Project and budget

CEBioS may launch a call for proposals from partner countries to participate in CBD meetings of subsidiary bodies like SBSTTA/SBI and COP. For the call, the projects should use the administrative and budgetary forms provided and take the following into account for the budget of the project:

Per diem

The per diem covers living expenses (food, drinks, local trips for personal convenience, other ancillary costs). The amount of the per diem is limited to a maximum and determined by the number of days spent on the mission. It is calculated from the day of departure to - and including - the day of return. If the beneficiary combines missions for different funders, they are invited to report the number of actual days to be charged to the CEBioS activity for which his/her requests the per diem. If the amount paid does not correspond to the budget, and to the exact duration of the mission due to unexpected but justified changes made during the mission, an adjustment can be made at the time of final billing of the mission expenses.

The amount of per diem is in accordance with the per diem of the Belgian Development Cooperation Ministerial Order (see Annex 3).

Accommodation

The payment of accommodation is not included in the per diem. Accommodation costs (hotel stay, tent rental, etc.) must be added to the project budget. All invoices must be provided at the end of the project. Accommodation costs **may in no case exceed the amounts** of the Belgian Development Cooperation Ministerial Order (see Annex 3), but it is recommended to seek for cheaper accommodation in order to save money for the project (efficiency).

Travel

Regarding the visa, country representatives coming to the host country of the meeting as part of a project of the RBINS-CEBioS programme need to comply to all visa requirements of the host country.

When applying for a visa, it is important that the country representative's passport is still valid for 6 months after the date of return, or more depending on the country. The RBINS does not reimburse fees for the procurement of a passport. Visa costs should be added to the project proposal.

A return economy class air ticket from his/her home country to the host country will be provided by the RBINS to the country representative. The boarding passes for the

roundtrip have to be kept and provided to RBINS. It is required to provide the most direct ticket and the cheapest one possible. Flight itineraries cannot be changed for personal reasons and must respect the period defined for the meeting.

Public transport and taxi costs for the country representative to go to the airport of the departure and the costs from the arrival airport to the hotel will be reimbursed up on actual costs made. For this reimbursement scanned invoices need to be submitted. For the return travel the amount spent on the departure trip for travel costs will be reimbursed based on the invoices given for the departure travel above. An estimate of the travel costs should be added to the project proposal.

Insurance
The country representative must subscribe to a travel insurance and this can be reimbursed for the amount paid by submitting a scanned invoice. An estimate of the insurance costs should be added to the project proposal.

Other expenses
The Per diem is providing for these expenses.

Transfer of funds
The country representative should include in the signed contract, correct details for the bank account of their host institute or exceptionally their own bank account. If this information isn't correct, RBINS will not be able to advance the amount for hotel rental nor for the per diem in time.

Any costs to the country representative on overdrawing of bank account limits can only be reimbursed if the bank account details were correct but there was a delay in transferring the funds by the RBINS financial department. Scanned proof should be provided by the country representative to be able to reimburse the costs of the overdraw.

C.2. You are invited to a scientific conference

All rules as in C.1. apply in this sub-category. If mutually agreed, CEBioS supports the registration of the conference and the travel costs. A report (narrative and financial) is always compulsory.

C.3. You are invited as an expert to contribute to a training workshop or field mission

All administrative and budgetary rules as in C.1. apply in this sub-category. A mission contract needs to be signed (expert outside RBINS) for which a model will be provided by the RBINS.

The expert will respect the terms of the contract, in particular with regard to the deadlines for submission of reports, the deliverables and the budget granted.

C. Invited to an international conference, field mission or training workshop

The contract or MoU shall specify the approved budget and the categories of expenditures eligible for reimbursement, including where applicable travel costs, accommodation costs, daily subsistence allowances (per diem) and other mission-related expenses. Reimbursed expenditures may not exceed the approved budget.

8. Summary expenses table

BELGIUM		PER DIEM	ACCOMMODATION	TRAVEL
GTI trainee (Short-term Scholarship)		56 €	Paid directly by RBINS	International flight ticket paid by RBINS Other travel costs reimbursed based on ticket/invoices
Non-Belgian participant invited to a workshop		75 € MAX	Paid directly by RBINS 125 € max/night	International flight ticket paid by RBINS Other transport within Belgium is covered by the per diem
Non-Belgian trainer / keynote speaker invited to a workshop		75 € MAX + Bonus		
PARTNER COUNTRIES		**PER DIEM**	**ACCOMMODATION**	**TRAVEL**
GTI project implementation		Follow RBINS mission regulations		
Non-belgian participants / trainers / keynote speakers	Mission inside the partner country	25 € max + bonus for trainers and keynote speakers If overstay in a city before departure, there is a limit of 10 days.	Paid by the project budget. The costs should not exceed the amount of the Belgian ministerial order	Outside the city: reimbursement based on tickets/invoices In the hometown: compensation of 10 € per day
	Mission outside the partner country	the amount of per diem is in accordance with the per diem of the belgian development cooperation ministerial order (see annex 3) + bonus for trainers and keynote speakers	Paid by the project budget The costs should not exceed the amount of the Belgian ministerial order	International flight ticket paid by the project
INTERNATIONAL CONFERENCE		**PER DIEM**	**ACCOMMODATION**	**TRAVEL**
Country-representative to a CBD COP		The amount of per diem is in accordance with the per diem of the Belgian Development Cooperation Ministerial Order (see Annex 3)	Accommodation costs may in no case exceed the amounts of the Belgian Development Cooperation Ministerial Order (see Annex 3)	International flight ticket paid by RBINS
Participant to an international scientific conference				Other travel costs reimbursed based on ticket/invoices
Invited expert to a workshop or field mission				

< Guidelines table of content

Annexes: see next page

Annex 1: Examples of non-acceptable supporting pieces

Annex 2: Technical note which concerns the drafting of a budget

Annex 3: The Belgian Development Cooperation Ministerial Order

Annex 4: Charter of Integrity

< Guidelines table of content