



SB-Meeting WP 7 Management

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Consortium Agreement – Current Status

- ▶ The EU contribution includes:
 - a) **A single pre-financing payment** paid at the start of the project
 - b) Interim payments following each reporting period
 - c) The final payment at the end of the project for the last reporting period

- ▶ In any case, the financing has the following two limits:
 - the contribution to the Guarantee Fund (5% of the total EU contribution for the project) will be part of the pre-financing (and its calculation); however, it will not be paid into the account of the Coordinator, it will be transferred directly from the Commission to the Fund at the time of the payment of the pre-financing.

 - a 10% retention of the total EU contribution will always be kept by the Commission until the date of the last payment.

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- ▶ After approval of the periodic reports interim payments will follow and will be calculated on the basis of the accepted eligible costs. The amounts paid for interim payments will correspond to the accepted EU contribution. However, the total amount of interim payments + pre-financing will be:
 - **limited to 90% of the maximum EU contribution.**
 - ▶ This may imply, as mentioned in the example below that in some cases payment for the interim periods may be reduced in order to respect this limit.

Current Status - Example

- ▶ **Project duration: 3 years**
- ▶ **Maximum EU/Euratom contribution: EUR 3,000,000**
- ▶ **Ceiling: EUR 2,700,000 (10% retention)**

Period	Accepted Funding	Interim Payments	Cumulative Payments
Period 0	1,600,000 €	1,600,000 €	1,600,000 €
Period 1	1,000,000 €	1,000,000 €	2,600,000 €
Period 2	800,000 €	100,000 €	2,700,00 € to respect ceiling
Period 3	1,200,00 €	Final Payment 300,000	3,000,000 € Maximum

Proposal for amendment of Consortium Agreement

- ▶ To avoid any single Partner being disadvantaged by
 - the 5% contribution to the Guarantee Fund,
and
 - the 10% EC retention,

no party shall receive more than **85%** of its allocated share of the maximum grant amount before the final payment is received from the EC

(item 1, §1 of supplementary agreement to CA)

Partner Aldebaran: Monitoring Clause/ Payments in installments

- ▶ The reinforced monitoring: approval of the bi-annual progress reports is necessary for any further payment following received pre-financing.
- ▶ A clarification of the procedure for these payments [coordinator to ALD] is missing in the Consortium Agreement – hence item 2, §1 of supplementary agreement to CA)

Annual Project Meeting & Project Technical Review

- ▶ Annual Project Meeting (Erlangen, Dec. 10-12, 2014)
 - Demonstration ??
 - Anne Bajart might possibly attend if the Technical Review takes place in Luxembourg (she would not travel to a meeting in Dec. and March)

- ▶ Project Technical Review (March 2015) Venue either in Luxembourg, a convenient central airport, or at one of the Partner sites – if a demonstration is planned.

- ▶ Question: more advantage to offer a Demonstration once the project has reached a more mature stage?
 - DoW Demonstrations: - MS5 (M24) 1st NAO prototype
- MS7 (M32) 2nd NAO prototype

SUAB Meeting in Erlangen (Dec. 2014)

- ▶ Who do we want to invite? [only 1 invited speaker]

Travel costs

▶ We bring to your attention:

- Management activities have no budget allowance for travel costs
- Total budget per Partner for Travel = 22.500 € (for full 3 yrs.)
- The EC is likely to only consider 1 person's travel costs per Partner as eligible costs for attending a SB Member meeting, i.e. SB-Members

(extra justification would be needed to cover travel costs of other persons e.g. evidence of a scientific/technical project meeting)

Amendment to decision at Kick-Off Meeting / Timesheets

- ▶ Minutes of the Kick-Off Meeting (Jan. 27.-28., 2014)
 - 10.1.2.1 Timesheets for all members paid by the Grant must be forwarded ½-yearly to the MST (Heidi) by the respective Partner Contact;

- ▶ Problem: internal regulations; administrative and managerial efforts; limited response;

- ▶ Amended to:
 - Each Partner must report (to FAU) all of their personnel efforts against the various deliverables worked on, per work package, by each person on a biannual basis.
 - Reports are collected by the Project Manager and consolidated for redistribution back to the work package leaders for comparison of planned versus actual effort against deliverable.

Open points from Kick-off Meeting & previous SB Meetings

- ▶ Support from Partners concerning deliverables, reports, input, etc. is needed – Team Work

- ▶ Table on open points / previous meetings:
 - the table will be circulated via email and each Partner shall comment, correct/amend the table. In particular, Partners are requested to check “?” or points high-lighted in yellow. When a point has already been completed, please indicate this in the column "action by / due date". Please also add the name of “responsible person” where this is missing.

- ▶ Partners shall please address open points, in particular those which are overdue.

SB bi-annual Progress Report

- ▶ SB bi-annual progress report:
 - Due after month 6
 - Input will be required from each of the Partners in July 2014
 - Administrative/financial data from each Partner is due on 18 July 2014

New Guidelines from the EC

- ▶ Restrictions on extensions to the duration of grant agreements:
 - The Commission services will, in future, more closely examine each request for an extension to the duration of the project to ensure that they are **only given where there is a clear added value for the project**, or where external events (not reasonably foreseeable at the point of signing the grant) mean that it is impossible to complete the work in the agreed timeframe.
 - Thus budgets should be completely used within the lifetime of the project in order to avoid loss of funding

Dissemination

- ▶ Note: attendance of conferences/meetings can only be considered under dissemination activities if the presented poster / paper clearly acknowledges the EARS project and EC funding under the 7th Framework Programme (see mandatory acknowledgement statement in the QM-Plan)