



EUROPEAN  
COMMISSION

European  
Research Area



# Food, Agriculture and Fisheries, and Biotechnology

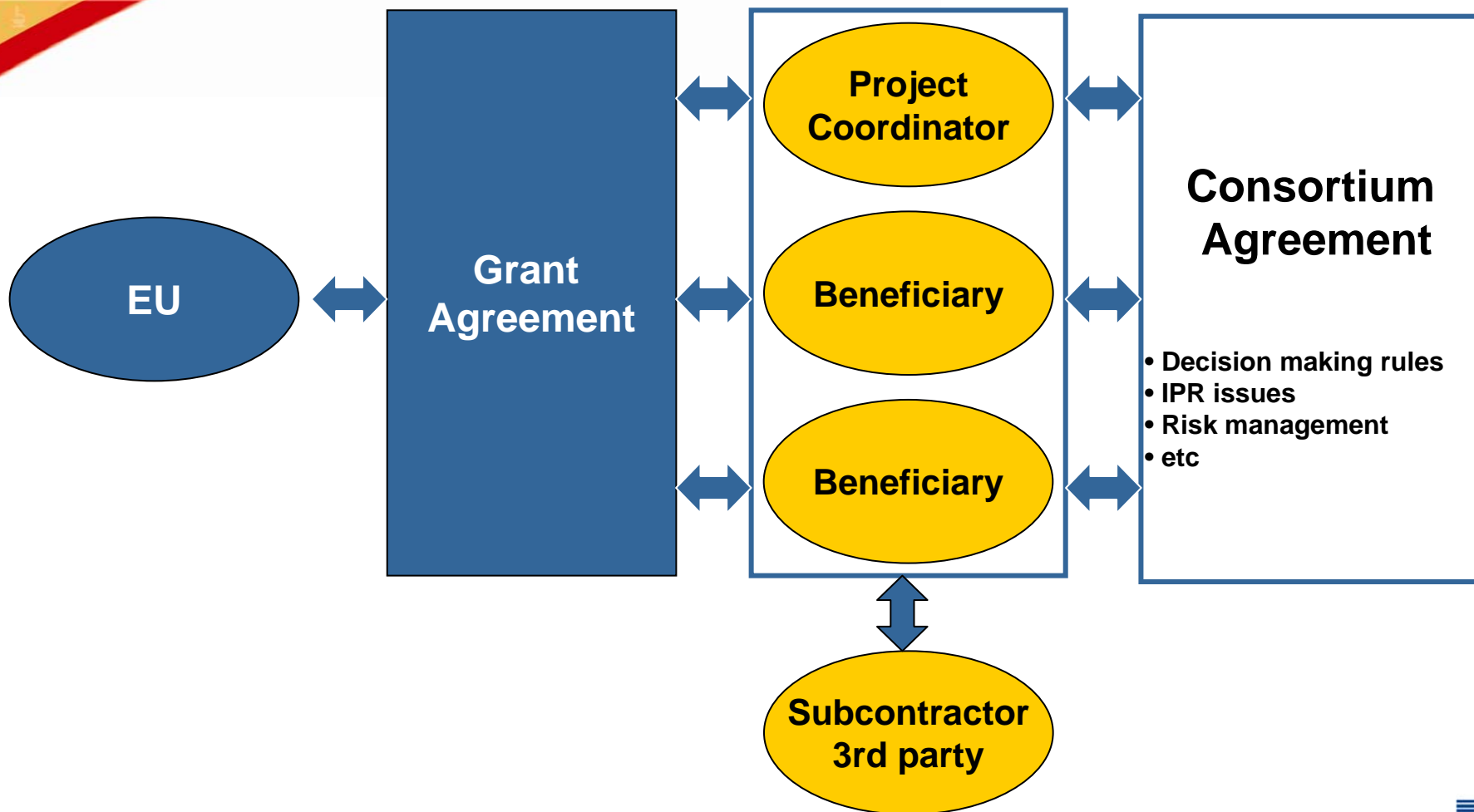
Knowledge - Based Bio - Economy (KBBE)

FP7 Project REPHRAME

KICK-OFF MEETING

1-2 April 2011, Madeira

# Some reminders – Who is doing what?



# Who is doing what?

## Commission

- Monitor the scientific, technological and financial execution of the project
- Ensure that the contractual provisions are respected by all parties
- Ensure timely payments of the EC financial contribution
- Carry out review, analysis and approval of *project* deliverables
- Maintain the confidentiality of any information

## Consortium

- Ensure that the project is carried out
- Make internal arrangements to ensure the efficient implementation of the project
- Inform the Commission of any event which might affect the project
- Provide all data requested by the Commission for the administration of the project.

## Beneficiaries / Partners

- Obligation to perform the work described in Annex I
- Participate in meetings concerning the supervision, monitoring and evaluation of the *project*
- Own the knowledge generated
- Must protect and use the results
- Inform the *Commission* of any event which might affect the *project*
- Follow fundamental ethical principles
- Promote equal opportunities

# Who is doing what?

## Coordinator

- Ensure the signature of the contract by all partners
- Be the intermediary between the contractors and the Commission
- Submits all documents on schedule (– Annex I)
- Receive all EC payments
- Administer and distribute the EC contribution in accordance to the contract and the consortium

# Implementation

- Be aware of **new rules and procedures** in FP7
- **Management:** Central coordination while sharing tasks and responsibilities.
  - ➔ Contact point at each team for scientific and administrative issues
- **Consortium Agreement:** Tool for « internal governance »
  - ➔ Outlining clear rules for issues not fully covered by EU contract, e.g. use of background and foreground information, detailed distribution of funds, possibility to adapt to changes

# Implementation

- **Communication:** Internal, external information and outreach.
  - ➔ Website (intranet) with relevant scientific, administrative and financial information
- **Reporting:** Important tool to monitor progress.
  - ➔ Should be concise, user friendly and as realistic as possible, reporting progress and deviations
- Science is important but **policy issues** as well:
  - ➔ Gender aspects, Code of Conduct for Recruitment of Researchers (career development), possible input to policies and legislation
- Seek **synergies** with other on-going and planned projects/initiatives



- × One pre-financing for the whole duration of the project upon its entry into force (usually 160% of the result of the average of the total EC contribution divided per year)
- × Interim payments based on reports and financial statements (EU contribution = amounts justified & accepted \* funding rate)
- × Retention (10%) (*“insurance”*)
- × Final payment

- Deliverables  $\Rightarrow$  According to time-table in deliverables list
- Periodic report  $\Rightarrow$  Within **60 days** of the end of the reporting period
  - P1: from months 1 to 18
  - P2, final: from months 19 to 36
- Publications  $\Rightarrow$  Together with the periodic report

**Read carefully: « Guidance notes on project reporting »**

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/project\\_reporting\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/project_reporting_en.pdf)

# Reporting - Periodic reports

➔ To be submitted (no-paper) within 60 days after end of period

➔ *New IT Tools available*

- × One periodic report containing:
  - ✓ An overview of the progress of the work towards the objectives of the project, including a publishable summary report
  - ✓ An explanation of the use of resources
  - ✓ A financial statement (FORM C\*) from each beneficiary (\* original signed to be sent and good copy with signature in the report)
- × A Certificate on the financial statement when the reimbursement of costs is equal or superior to 375,000€ (accumulated with all previous payments)
- × Any supplementary reports required in Annex I to the Grant (deliverables due by the end of the period)

# Reporting – Periodic reports

## Periodic report template

- Front page
- Self declaration: project coordinator
- Table of contents with pagination
- Sections:
  1. Publishable summary
  2. Project objectives for the period
  3. Work progress and achievements during the period
  4. Deliverables and milestones tables
  5. Project management
  6. Explanation of the use of resources
  7. Financial statements-Forms C- Summary financial report
  8. Certificates

7 & 8 : + signed originals in parallel by post

# Reporting – Periodic report

## Publishable summary

- Quality: direct publication
- Including:
  - project objectives
  - Work performed since the beginning of the project (updated)
  - Main results achieved
  - Expected final results and potential impact
  - Sufficient detail level and illustration
  - Project website

## Work progress and achievements

- Overview in line with Annex I structure
- For each work package:
  - Summary of progress; details for each task
  - Highlight clearly significant results
  - Deviations, explanation for, impact on other tasks, on resources and planning
  - Failure to achieve critical objectives, delays, and impact
  - Statement on the use of resources: deviation between actual and planned pm/WP/beneficiary
  - Corrective actions proposed

## ➔ **New IT Tools for FP7** **Participant Portal**

<http://ec.europa.eu/research/participants/portal/>

- × Deliverables
- × Reports
- × Forms C

Final reports to be submitted by coordinator **60 days** after end of project:

- × publishable summary report, results, conclusions and socioeconomic impact.
- × report covering wider societal implications, including gender actions, ethical issues, efforts to involve other actors and a plan on use and dissemination of foreground.
- × distribution of the EC contributions (30 days after reception of final payment)



# Reporting - Analysis and approval of reports

- ✘ After reception of reports Commission may:
  - ✓ Approve
  - ✓ Suspend the time-limit requesting revision/completion
  - ✓ Reject them giving justification, possible termination
  - ✓ Suspend the payment
  
- ✘ Commission has **105 days** to evaluate and execute the corresponding payment
  - ✓ No tacit approval of reports
  - ✓ Automatic payment of interests (NEW)



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# Financial matters

**Read carefully : « Guide to financial issues »**

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf)

**Short point on eligible costs...**

# Financial matters - Eligible costs

## × Eligible

- ✓ Actual personnel costs
- ✓ during duration of project
- ✓ in accordance with its usual accounting and management principles
- ✓ recorded in the accounts of beneficiary
- ✓ used for the sole purpose of achieving the objectives of the project

## × Non-eligible

- ✓ identifiable indirect taxes including VAT...

## Amendments shall be in writing

- ✘ Request made by the coordinator on behalf of all beneficiaries
- ✘ Proof of the agreement by the consortium
- ✘ When: changes of consortium, Annex I, etc
- ✘ Commission may reject the request

**Read « Amendments guide for FP7 grant agreements »**

[ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/amendments-ga_en.pdf)



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# Grant suspension / termination

- × **The Commission can:**
    - ✓ Suspend or terminate the grant
    - ✓ Terminate the participation of a beneficiary
  - × **The Consortium can (ask for):**
    - ✓ Suspend or terminate the grant
    - ✓ Terminate the participation of a beneficiary
  - × **A beneficiary can (with the agreement of the Consortium and the Commission) :**
    - ✓ Terminate his participation to the contractor
- ➡ **The grant defines clear rules for all these events**

## Audits:

### × **Technical audits**

- ✓ to verify that the project is being or has been carried out in accordance with the conditions indicated by the beneficiaries

### × **Financial audits**

- ✓ to verify any aspect of the financial implementation of the project

## Sanctions:

### × **Financial penalties, Liquidated damages**

- ✓ In case of overstatement of amounts, false declarations



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# EC Contacts & Information

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- Financial Officer: TBC

# Further Information

- EU research: <http://europa.eu.int/comm/research>
- Seventh Framework Programme:  
<http://www.cordis.europa.eu/fp7/home.html>
- Reference documents to help the consortium :  
[http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html)
- Research DG Site:  
[http://europa.eu.int/comm/research/index\\_en.html](http://europa.eu.int/comm/research/index_en.html)
- RTD info magazine:  
<http://europa.eu.int/comm/research/rtdinfo/>

