



European Technology Platform
on Sustainable Mineral Resources

EO-MINERS



ADMINISTRATIVE AND FINANCIAL ISSUES



Sokolovská uhebná, právní nástupce, a.s.
SOKOLOV



PRESENTATION OUTLINE

- 1) PRE FINANCING
- 2) SCHEDULE OF REPORTING
- 3) SECOND SIX MONTHLY REPORT M12
- 4) PERIODIC REPORT M18 (OFFICIAL EC REPORTING)
- 5) PRESENTATION OF FORMS C
- 6) OTHER MATTERS

1) PRE FINANCING

- Period M1 – M9 = Payment of 50% of the prefinancing payment
- At M9 if expenses exceeded 30%
= payment of the remaining 50%
- No partner had expenses over 30% at M9

➔ no payment now, next payment will be made at M+18

Old Budget and deduction

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)					Requested EC contribution	Old budget/new budget Deduction
		RTD /Innovation (A)	Demonstration (B)	Management (C)	Other (D)	Total A+B+C+D		
1	BRGM	487,361.70	62,700.90	199,063.40	50,584.40	799,710.40	646,519.53	-7,94%
2	BGS	285,494.00	4,260.00	0.00	44,303.00	334,057.00	260,552.00	-6,07%
3	TAU	389,600.00	0.00	0.00	0.00	389,600.00	292,200.00	-7,08%
4	DLR	955,610.35	12,050.85	1,500.00	0.00	969,161.20	724,233.19	-8,54%
5	WI	259,820.80	14,172.80	11,848.00	105,356.80	391,198.40	314,713.00	-8,11%
6	GeoZS	106,698.00	0.00	0.00	53,484.00	160,182.00	133,507.50	-4,78%
7	MIRO	53,071.20	0.00	4,125.60	223,456.80	280,653.60	267,385.80	-6,12%
8	CGS	343,276.50	13,998.48	0.00	17,949.88	375,224.86	282,406.50	-3,81%
9	AOL-ATD	67,647.20	6,873.77	0.00	13,747.54	88,268.51	0.00	0,00%
10	UVSQ	60,352.00	0.00	0.00	50,736.00	111,088.00	96,000.00	0,00%
11	CzechGS	127,704.16	5,027.92	0.00	5,027.92	137,760.00	103,320.00	12,46%
12	SU	3,219.30	0.00	0.00	1,254.12	4,473.42	0.00	0,00%
14	AACL	18,500.00	0.00	0.00	3,000.00	21,500.00	0.00	0,00%
TOTAL		3,158,355.21	119,084.72	216,537.00	568,900.46	4,062,877.39	3,120,837.52	

Participant number in this project	Participant short name	Estimated eligible costs (whole duration of the project)					Requested EC contribution
		RTD /Innovation (A)	Demonstration (B)	Management (C)	Other (D)	Total A+B+C+D	
1	BRGM	446 777,46	62 699,27	184 050,82	42 669,55	736 197,10	593 153,09
2	BGS	261 500,00	4 460,00	0,00	47 793,00	313 753,00	246 148,00
3	TAU	362 020,80	0,00	0,00	0,00	362 020,80	271 515,60
4	DLR	872 838,95	12 050,85	1 500,00	0,00	886 389,80	662 154,64
5	WI	250 372,80	0,00	11 848,00	97 249,60	359 470,40	292 434,20
6	GeoZS	97 862,26	0,00	0,00	54 665,11	152 527,37	128 052,81
7	MIRO	49 870,58	0,00	3 882,35	209 735,29	263 488,22	251 020,57
8	CGS	330 885,30	13 168,80	0,00	16 872,70	360 926,80	271 619,08
9	AOL-ATD	67 647,20	6 873,77	0,00	13 747,54	88 268,51	0,00
10	UVSQ	60 352,00	0,00	0,00	50 736,00	111 088,00	96 000,00
11	CzechGS	144 864,16	5 027,92	0,00	5 027,92	154 920,00	115 200,00
12	SU	3 219,30	0,00	0,00	1 254,12	4 473,42	0,00
14	AACL	18 500,00	0,00	0,00	3 000,00	21 500,00	0,00
15	CAIAG	303 715,20	0,00	0,00	0,00	303 715,20	170 466,50
16	KA	46 118,40	0,00	0,00	0,00	46 118,40	23 059,20
TOTAL		3 316 544,41	104 280,61	201 281,17	542 750,83	4 164 857,02	3 120 823,69



2) SCHEDULE OF REPORTING

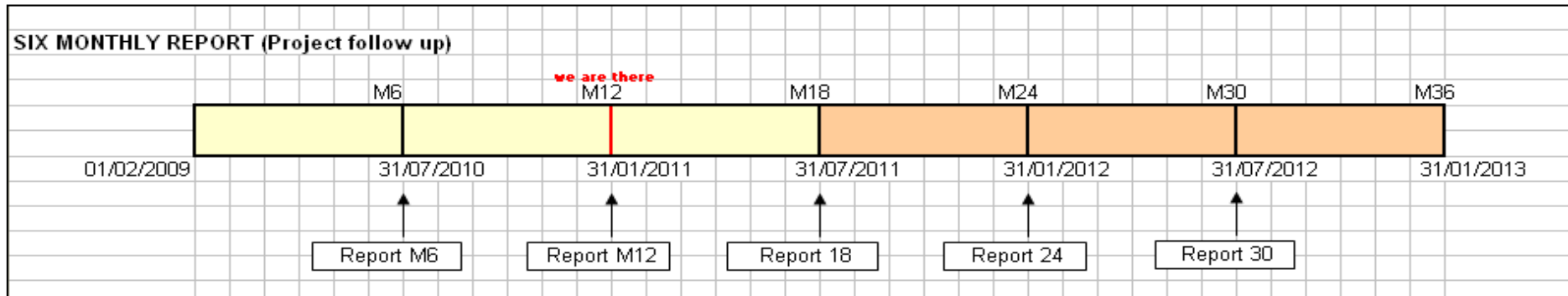
- The project reporting periods = 2 different reporting:
 - Project Follow up Report called **Six Monthly Report** (every 6 months) is mainly technical
 - Official Technical and Financial Reporting called **Periodic Report** (M18 and M36)
- The European Commission requires documents on time for a given period
 - M0/M18
 - M19/M36
 - M0/M36



**➔ NEW DoW = NEW BUDGET
OBLIGATION TO PROVIDE
DETAILED BUDGET AND TIME
TABLE/ WP/ PERIOD**

**➔ OBLIGATION TO PROVIDE
INFORMATION AND FIGURES ON
ACTIVITY AND COSTS FOR EACH
PERIOD TO THE COORDINATION**

SIX MONTHLY REPORT



- Requested by the EC Project Officer to follow-up the project progress
- Deadline to be respected : as soon as we are back you will receive an email explaining how to send back the filled out time table and cost follow up (exceptional since budget has changed)
- Deadline= send to the EC Project Officer by the end of March



SIX MONTHLY REPORT

1- TIME TABLE

- Each organisation must report the time (in person month) they have been spending in the various WP they are involved in.
- The total person month for each stage of the project will be reported in the follow up table.

EO MINERS	Partner Progress Report (Tin Date:
For Months	MM AA to MM AA
Reporting period	X
Partner	
Partner contact:	

Please, fill in only the yellow boxes.			Partner Name
			Total
Workpackage 1:	WP 1: Policy Analysis & Indicator Identification	Person-Months M 9 Person-Months M 18 Person-Months M 36 TOTAL	0,0
		Total MM planned for the WP	
Workpackage 2:	WP 2: EO Protocols and Standards	Person-Months M 9 Person-Months M 18 Person-Months M 36 TOTAL	0,0
		Total MM planned for the WP	
Workpackage 3:	WP 3: EO Applications and Developments	Person-Months M 9 Person-Months M 18 Person-Months M 36 TOTAL	0,0
		Total MM planned for the WP	
Workpackage 4:	WP 4: EO Integration and Products	Person-Months M 9 Person-Months M 18 Person-Months M 36 TOTAL	0,0
		Total MM planned for the WP	
Workpackage 5:	WP 5: Communication, Dissemination and Capacity Building	Person-Months M 9 Person-Months M 18 Person-Months M 36 TOTAL	0,0
		Total MM planned for the WP	
		Person-Months M9 Person-Months M 18 Person-Months M 36 TOTAL	0,0 0,0 0,0 0,0
Total Project Person-month		Total MM planned for the WP	0,0

28 June, 2012



SIX MONTHLY REPORT

2- INTERIM PROGRESS REPORT

- Each Partner send to the WP Leader the project advancement on the given period.
- The work package leader gather the collected data and give them to the coordination.
- The coordination finalise the Interim Progress report, ask the WP Leaders' opinion and then send to the EC Project Officer.

28 June, 2012

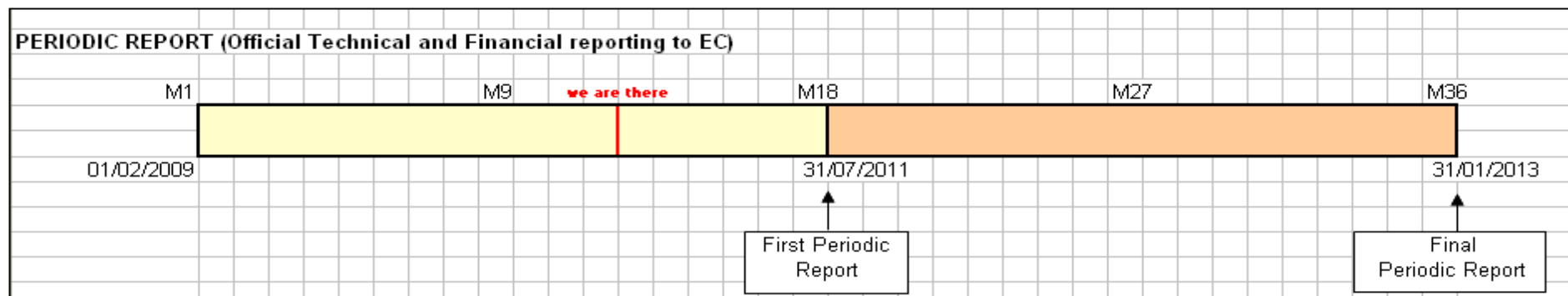


EO MINERS

European Commission FP7 – Project no. 244242

6-monthly Interim Progress Report *Period 2: M7 – M12 (Aug.2010 to Feb 2011)*

Date:	
Editor(s):	S. Chevrel (BRGM)
Distribution:	All partners
WP:	5
Version:	1.0
Keywords:	Progress report; 6-months
Description:	This report gives a concise description of the progress of the work being carried out in the project over the previous 6-month period.



Requested by the EC Project Officer to summarise the project progress:
submission to the coordination before submission to the EC

July 2011 / M+18 : First Official Report .

Submission deadline = M20

This is an awkward time to carry out a reporting...because of summer holidays. Need to anticipate and remain involved.

Feb 2013/M36 : Final reporting to the EC.

Table of contents of the Periodic Report:

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 the resources
7. Financial statements -- Forms C and Summary financial report (signed originals sent in parallel by post)
8. Certificates* (signed originals sent in parallel by post)

Written by the
Coordination thanks
to partners
contributions

A **certificate on the financial statements shall be submitted for claims of interim payments and final payments when the amount of the Community financial contribution claimed by a beneficiary under the form of reimbursement of costs is equal to or superior to EUR 375 000, when cumulated with all previous payments for which a certificate on the financial statements has not been submitted. This certificate must be forwarded in the form of a detailed description verified as factual by its external auditor (Form D - Annex VII).*

Grant Agreement Annex II 4.4:

Partners contributions, documents and Information required at M18 and M36

- List of **expenditures** on different headings
 - Personnel
 - Travel and subsistence
 - Sub-contracting
 - Other specific costs
- Maintain systematic **time sheets** to justify the time spent at working on the project (per WP, per period)
- Keep the tickets, receipts, invoices, etc. [5 years]
- VAT excluded from payment !
- Expenditure must be eligible and recorded in your accounts during the reporting period – In doubt, check first !

1- ACTUAL COST FOLLOW UP TABLE:

Each organisation must report on their expenses at 3 stages of the project.

- M+9 : already submitted
- M+ 18 Periodic report
- M+ 27 follow up
- and M+36 : for the financial reporting to the EC .

EO MINERS		ACTUAL COSTS FOLLOW-UP TABLE								
TOTAL (RTD+Demonstration+MGT +other)										
Partner	Type of expenditure	BUDGET	Period 1				Period 2	Total	Pct. spent	Remaining Budget (EUR)
			M + 9	M + 18	M27	M + 36				
			Nov. 2010	Aug. 2011	Apr. 2012	Feb. 2012				
			d	a1	b1	c1	d1			
PARTNER	Total Person-month	5					0	0,00	5	
	Personnel Direct Cost	100 000,00					0	0,00	100000,00	
	Travel and Accomodation	2 000,00					0	0,00	2000,00	
	Other Direct Cost	40 000,00					0	0,00	40000,00	
	Total Direct Cost	142 000,00		0	0	0	0	0,00	142000,00	
	Indirect Cost	142 000,00					0	0,00	142000,00	
	Total Indirect Cost	142 000,00					0	0,00	142000,00	
	TOTAL	284000,00		0		0	0	0	284000,00	

28 JUNE, 2012

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2- COST STATEMENT

Specific tables with a breakdown of costs per category for reporting at M18 and M36

M30											
A	B	C	D	E	F	G	H	I	J	K	
Cost Statement : details by category											
2	For the period	From: xxxxxx To: xxxxxx						Cost basis:	AIC		
3	Title of project:	EOMINERS								Partner short name:	BRGM
4	Contract No:									Overheads	0.0%
5	Currency in euro										
6											
7											
8		PERSONNEL									
9											
10	Coo¹	Name²	Title	Category³	Status⁴	Employment⁵	Number	Monthly		Personnel	
11			(Mr/Ms)		(P / T / [I])	(FT / PT)	of person-months	[wage]		amount	
12								rate			
13							A	B		Col. A x B	
14										0	
15										0	
16										0	
17										0	
18										0	
19										0	
20										0	
21										0	
22										0	
23										0	
24										0	
25										0	
26										0	
27										0	
28										0	
29										0	
30	M								Total Management	0.00	
31	R								Total Research	0.00	
32	D								Total Demonstration	0.00	
33	O								Total Other Activities	0.00	
34									TOTAL	0.00	
35									TRAVEL AND SUBSISTENCE EXPENSES		
36											
37	Coo¹	Name²	Destination (city, country)					Reason for journey		Amount⁶	
38											
39											
40											

Tables similar to this one will be sent to you and will have to be filled in to report details on expenses:

- Personnel
- Travel & subsistence
- Subcontracting
- Other specific costs
- Durable equipment

3- FORM C

- Organisations will be requested to present financial reports to justify their expenses for the period. Specific tables with a breakdown of costs per category will be provided. Partners will have to fill them in and send them back to the coordination.
- Organisations will have to fill in and submit their costs on the EC on-line tool (Ecas /Force). An electronic version of the form C will be created with a « draft » watermark. Once checked by the Coordination and submitted to the EC, it will show a « submitted » watermark.
- Once validated by the coordination and the EC, partners will be able to send the signed and stamped hard copy of their form C (version without any watermark).

1- Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity					TOTAL (C+D+E)
	RTD (A)	Demonstration (B)	Coordination/ Support (C)	Management (D)	Other (E)	
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs						
Maximum reimbursement indirect costs						
Lump sum/flat rate/scale of unit declared						
Total						
Maximum EC contribution						
Requested EC contribution						

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind free of charge from third parties or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement ?

If yes, please mention the amount (in €)

Yes/No

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art. II.19 ?

If yes, please mention the amount (in €)

Yes/No

4. Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ?

Yes/No

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ?

Yes/No

Name of the auditor		Cost of the certificate (In €), if charged under this project	
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Questions?

Thank you for your attention

