



Project procedures





Issues addressed

Overall project structure

Project roles

- Project Manager
- WP leaders
- Partners

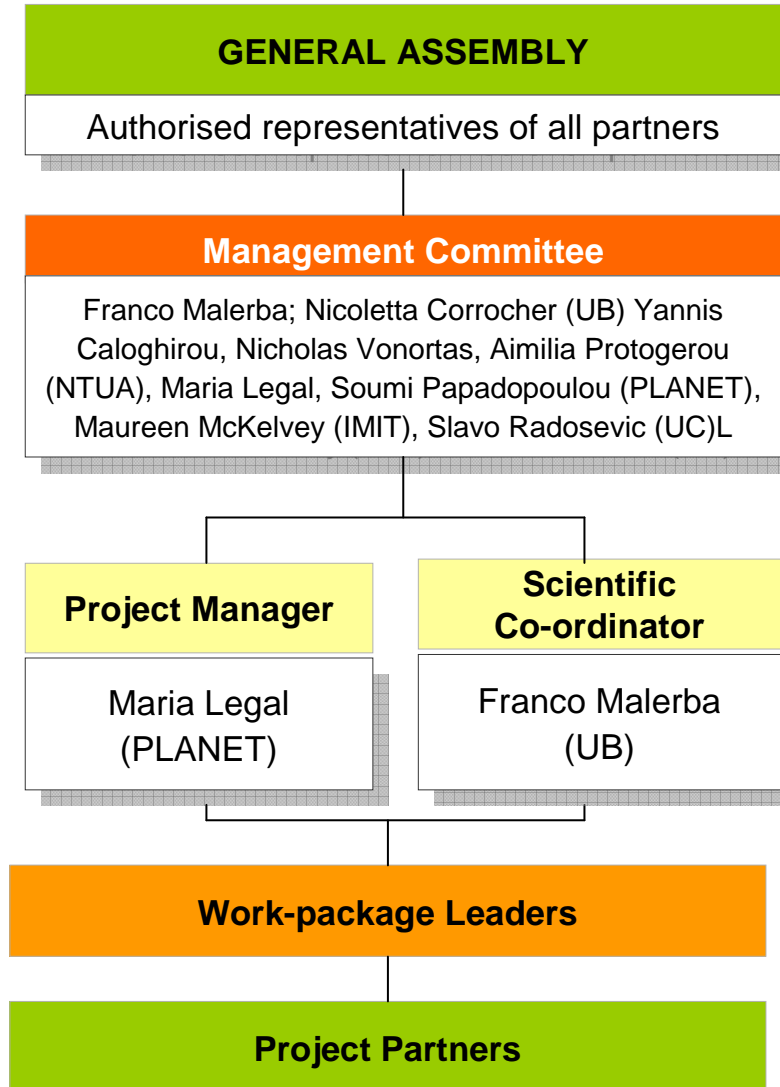
Internal project committees

- General Assembly
- Management Committee

Project procedures

- Preparation of deliverables
- Quality control
- Communication process
- Meetings
- Reviews
- Reporting

Overall project structure





Project Roles

Project Manager

WP leaders

Partners

Project Manager (PM): role and responsibilities

Contact point of project co-ordinator for all project partners

Sole contact point vis a vis the European Commission for all issues

- All requests by the EC for the project (or concerning specific partners) will be directed via the project manager
- All requests by partners related to contractual issues should be performed via the project manager

Project Manager (PM): role and responsibilities cont'd

Overall co-ordination of project execution in terms of contractual & administrative issues i.e.

- Monitors compliance of partners with their obligations under the Grant Agreement (GA; contract) and consortium agreement (CA)
- Oversees the implementation of amendments to the GA or CA (if/when required)
- Reviews that deliverables are consistent with the Description of Work
- Monitors the day-to-day implementation of project work plan (in consultation with Scientific Co-ordinator)
- Submits deliverables according to timeplan
- Aims to ensure smooth inter-partner co-operation
- Organizes project meetings and reviews (develops agendas, minutes and action plans)
- Identifies key risks to the project and counter-measures
- Disseminates key project results to EC policy-makers

Financial management of project in close collaboration with the appointed financial manager :

- Submission of financial statements (prepared by partners)
- Receipt of EU financial contributions and distribution among project partners in accordance with Annex I
- Informing the Commission on the distribution of funds to partners



Work-package Leaders: Roles & Responsibilities

Work-package Leaders shall **co-ordinate the implementation of activities** in their respective work-package. Responsibilities include:

- Develop **WP-specific action-plans** (per trimester) determining required actions/inputs from involved partners in order to produce intermediate results and deliverables
- Monitor closely (on a day-to-day basis) implementation of action-plans
- Co-ordinate the communication (e.g. by email, concalls, meetings) between partners involved in the work-package.
- Consult the Scientific Co-ordinator on key scientific issues, potential risks and deviations from plan (in cc: always also the Project Manager)
- Monitor WP progress and report to the Scientific Co-ordinator and Project Manager (e.g. in Progress Reports).
- Integrate all inputs and edit draft and final deliverables prior to forwarding to the Scientific Co-ordinator and Project Manager

Partners: Role & Responsibilities

All project partners are required to carry out the project **jointly and severally vis a vis the European Commission** taking all necessary actions to ensure the project is carried out in accordance with the contract (*Grant Agreement*).

Each partner should:

- Carry out the work to be performed as identified in the Description of Work (Annex I)
- Ensure that tasks assigned are correctly and timely performed i.e. **deliver requested inputs on time and at the expected quality.**
- Document its activities in **6-monthly interim reports**
- Inform *promptly* the Project Manager any change in its legal name, address, name of legal representative and **any change with regard to its legal / organizational status**
- Inform the Project Manager on any event, potential risk/problem which may affect the implementation of the project
- Take part in project meetings and review meetings (with the EC)
- Disseminate the projects' results to the research community and public
- Abide to fundamental ethical principles and avoid any conflicts of interest

Partners: Role & Responsibilities

(cont'd)

Each partner has identified a key contact person who is the principle person of contact for the organisation in terms of the:

- scientific, contractual and in some cases financial issues (if a separate financial contact person does not exist).

The Project Manager shall communicate with the contact person at a first instance for specific issues pertaining to the partner.

List of contact details for all partners is maintained by Project Coordinator



Internal project committees

General Assembly

Management Committee

General Assembly

The General Assembly consists of **one authorized representative per partner** (and optional deputy) .

The Assembly is in charge of managing all **high-level decisions** related to the Grant Agreement (contract) and Consortium Agreement e.g.

- Amendments to the terms of the Grant Agreement or Consortium Agreement
- Decisions on accession of new partners or termination of existing partner's participation
- Re-allocation of project budget among work packages or budget transfers among partners
- Decisions on significant changes in work-packages

General Assembly: decision-making mechanisms

High-level decisions require unanimity by all partners. If unanimity is not achieved, a General Assembly can be called again within 30 days where a decision can be taken by a majority of 75% of votes

Other issues require a simple majority of two-thirds.

The Assembly is called and chaired by the Project Manager when deemed necessary or requested by a partner.

For urgent or minor decisions, decisions can be taken via teleconference meetings followed by written consent (sent by fax to the Project Manager).



Management Committee

The Management Committee (MC) will monitor the overall progress of the project. It will:

- Achievement of scheduled milestones and project objectives
- Identify risks/problems and appropriate measures
- Oversee the process of external refereeing of key project deliverables by the external advisory groups
- Review Progress Reports and Periodic Reports
- Dissemination and exploitation of project results

The MC will be chaired by the Scientific Co-ordinator and Project Manager and will meet every 6 months or when needed.

Members will interact also via conference calls and electronic mail.



Project Procedures

Preparation of deliverables

Quality control

Communication process

Meetings

Procedure for preparation of deliverables

All deliverables should use the **standard TEMPLATE for deliverables** (to be used also for outlines and drafts)

WP leader should develop an initial structure (proposal) of the deliverable and indicative distribution of sections among partners

Once the structure and allocation is agreed among partners involved, the **WP leader will monitor the smooth collection of all inputs.**

- if internal WP meetings / workshops are needed, these shall be organised by the WP leader in a location convenient to all partners, in consultation with the Scientific Coordinator and Project Manager

Each deliverable shall be integrated, finalized and edited by the WP Leader.

Subsequently, the WP Leader shall forward it to the Scientific Co-ordinator (cc: Project Manager) at least **3 weeks** prior to the deadline who will initiate the process for internal or external review as appropriate (see next slides).

Knowledge Management and document repository

All deliverables and other background material shall usually be made available to project partners via a **web-based tool**

WP Leaders will have the ability to upload documents to the repository (with a username & password)

The Project Manager will ensure that all final versions of deliverables (as submitted to the EC) are uploaded

Moreover, all major reports and research results will be made publicly available through the project website (to be monitored by the Scientific Co-ordinator)

Bilateral, intra-WP electronic communication

WP leaders are responsible for co-ordinating intra-WP communication means. (Via “informal” mailing lists per work-package).

In order to ensure the smooth co-operation and development of “communication history”, **ALL bilateral, intra-WP and other email communications** should have the Project Manager copied in cc, even on apparently minor issues;

Project meetings and Reviews

Plenary project meetings (involving all partners) will be organised approximately every 6 months at a different location

It is important that all partners are present at plenary meetings, even if they do not have an active role in the given period.

The Project Manager shall distribute:

- the agenda at least 2 weeks prior to meetings
- minutes & action plan within 10 days after meetings

Other meetings e.g. intra-WP workshops can be organised if considered necessary.

Project Reviews

Project Reviews usually linked with the annual Management reports are agreed with the E. Commission Project Officer :

A specific Project Review meeting is organised with a committee of 2 or 3 External experts chaired by the Project officer.

All deliverables are presented and assessed by the reviewers

Project Review Results

The Reviewers can propose for :

Deliverables to be : approved

**rejected and resubmitted with
recommendations**

The Reviewers can propose for :

The project : to continue as planned

to stopped as unsuccessful

**to continue following specific
recommendations**

Reporting

PERIODIC REPORTS will be submitted to the Commission at the end of each reporting period (usually every 12 months)

Detailed presentation on preparation of financial statements (to be included in periodic reports) follows in part 2 of the presentation on “Financial Management”.

In order to monitor the progress of the project, **6-monthly interim progress reports** shall be prepared:

- **All partners are required to record their activities and effort (in person-months) per work-package**

Project Management Manual

The roles and procedures shall be documented in an easy-to-use **project management manual** (internal document), that is being prepared by project manager.

The descriptions are in line with the:

- provisions of the Grant Agreement (Annex II – General Conditions)
- Consortium Agreement



Financial Management





Issues addressed

Financial Issues

- **Payment mechanisms**
- **Guarantee Fund**
- **Financial Statements**
- **Eligible – Non eligible expenses**
- **Important Notes**
- **Certificates**
- **Reporting Requirements**

Financial Issues: Eligible expenses

The eligible costs of the project are:

- Actual, economic and necessary for the implementation of the project
- In accordance with the usual accounting principles of the contractor
- Incurred during the duration of the project
- Recorded in the accounts of the contractor

Financial Issues: Non eligible costs

The non eligible costs of the project are:

- Any identifiable indirect taxes, including VAT or duties
- Interest owed
- Provisions for possible future losses or charges
- Exchange losses
- Costs declared, incurred or reimbursed in respect of another Community project
- Costs related to return on capital
- Debt and debt service charges
- Excessive or reckless expenditure

Financial Issues: Important Notes (1)

Timesheets

- Timesheets should be kept for all people charged to the project
- The person in charge of the work designated by the contractor should certify the timesheets
- Certified time sheets must include the person's identity and its time spent on the project (the project needs to be identified by acronym and contract number)
- Productive hours must be calculated according to the contractor's normal practices
- Contractors may use a standard model for time sheets
- Planet may provide you with template for timesheets, if required

Receipts of all costs shall be kept by each contractor

Financial Issues: Important Notes (2)

Personnel. Persons included under personnel costs

- **Must be directly hired**
- **Work on the sole technical supervision and responsibility of the beneficiary**
- **Be remunerated in accordance with the normal practices of the beneficiary**

Financial Issues: Important Notes (3)

No cost reporting model (FC, FCF, AC) – though different ways of claiming indirect costs

Indirect cost models:

- **For all beneficiaries:**
 - **Either actual overhead or simplified method**
 - **Flat rate of 20% of direct costs minus subcontracting**
- **Non profit Public Bodies, Secondary and Higher Education establishments, Research Organizations and SMEs unable to identify real indirect costs per project, option flat rate of 60%**

Financial Issues: Important notes (4)

The reimbursement rates in FP7 projects are:

Maximum reimbursement rates of eligible costs	Research and technological development	Demonstration Activities	Management of the consortium activities	Other activities
Network of excellence	50% or 75%	-	100%	100%
Collaborative project	50% or 75%	50%	100%	100%
Coordination and support action	-	-	100%	100%

Certificates: types of certificates

Certificate on the financial statement (CFS – Form D)

Certificate on the methodology for personnel and indirect costs (CoM - Form E)

Certificate on the methodology for average personnel costs if average system applied by the beneficiary (CoMAv – Form E)