

WP1: Management Update

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EGSIEM General Meeting

18. & 19. January 2016, Luxembourg

WP1: Management Overview



- Changes to Personnel
- Grant Agreement Amendment
- Project Reporting

WP1: Management Structures



The ***Executive Board*** (Coordination Team in Proposal) is responsible for the:

- preparation of General Assembly meetings
- decisions taken by General Assembly
- monitor the progress of the Consortium Plan
- propose any necessary modifications to the Consortium Plan, and consists of:
 - Jäggi
 - Flechtner
 - Güntner
 - Mayer Gürr

EGSIEM Consortium Agreement, Section 6.3.2

WP1: Management Structures



The *Executive Board* can also appoint a *Management Support Team* to assist them in their tasks, as set out on the previous slide.

The following were appointed on the 9. April 2015;

- Operations Manager; Dach
- Dissemination Manager; Flury
- Exploitation Manager; Weigelt

EGSIEM Consortium Agreement 6.5

WP1: Management

EGSIEM Partner No.	Institute	Short Name	Name	Vorname	Role	Email	Phone	Address
1	AIUB	UBERN	Jäggi	Adrian	Project Lead	adrian.jaeggi@aiub.unibe.ch	(41) 31 631 8596	Astronomisches Institut der Universität Bern Sidlerstrasse 5 Bern 3012 Switzerland
			Dach	Rolf	Operations Manager	rolf.dach@aiub.unibe.ch	(41) 31 631 8593	
			Susnik	Andreja		andreja.susnik@aiub.unibe.ch	(41) 31 631 8506	
			Jean	Yoomin		yoomin.jean@aiub.unibe.ch	(41) 31 631 3802	
			Meyer	Ulrich		ulrich.meyer@aiub.unibe.ch	(41) 31 631 3802	
			Cann-Guthauser*	Keith	Project Administrator	keith.cann@aiub.unibe.ch	(41) 31 631 8591	
2	University of Luxembourg	UL	van Dam	Tonie		tonie.vandam@uni.lu	(352) 46 66 44 6261	UNIVERSITÉ DU LUXEMBOURG CAMPUS KIRCHBERG 6, rue Richard Coudenhove-Kalergi L-1359 Luxembourg
			Zhao	Li		zhao.li@uni.lu	(352) 46 66 44 5311	
			Rato*	Berta		Berta.Rato@uni.lu		
3	Deutsches GeoForschungszentrum	GFZ	Flechtner	Frank	Executive Board	flechtne@gfz-potsdam.de	(49) 815 328 1297	GFZ German Research Center for Geosciences Section 1.2 Global Geomonitoring and Gravity Field, c/o DLR Oberpfaffenhofen, D-82230 Wessling, Germany
			Gruber	Christian		gruber@gfz-potsdam.de		
			Güntner	Andreas	Executive Board	guentner@gfz-potsdam.de	(49) 331 288 1559	
			Gouweleuw	Benno		bingo@gfz-potsdam.de	(49) 331 288 8760	
			Poropat	Lea		lea_poropat@gfz-potsdam.de	(49) 331 288 2379	
			Wolgaast*	Carl		wolgaast@gfz-potsdam.de	(49) 331 288 1626	14473 Potsdam, Germany
4	Technische Universität Graz	TUG	Mayer-Gürr	Torsten	Executive Board	mayer-zuerr@tugraz.at	(43) 316 873 6359	Institut für Theoretische Geodäsie & Satellitengeodäsie Technische Universität Graz Steyrergasse 30/III 8010 Graz, Austria
			Klinger	Beate		beate.klinger@tugraz.at		
			Kvas	Andreas		kvas@tugraz.at		
			Heinzi*	Bianca		heinzi@tugraz.at		
5	Leibniz Universität, Hannover	LUH	Flury	Jakob	Dissemination Manager	flury@ife.uni-hannover.de	(49) 511 762 5786	Institut für Erdmessung Leibniz Universität Hannover Schneiderberg 50 30167 Hannover, Germany
			Bandikova	Tamara		bandikova@ife.uni-hannover.de		
6	Centre National D'Etudes Spatiales	CNES	Bruisma	Sean		sean.bruisma@cnes.fr	(33) 561 332 841	CNES - DCT/SI/GS Department of Terrestrial and Planetary Geodesy 18, avenue E. Belin 31401 Toulouse Cedex 9 France
			Lemoine	Jean-Michel		jean-michel.lemoine@cnes.fr	(33) 561 332 894	
			Biancale	Richard		richard.biancale@cnes.fr	(33) 561 332 978	
			Doorn*	Maaïke		Maaïke.Doorn@cnes.fr		
			Lorigny*	Sandrine		sandrine.lorigny@cnes.fr		
7	Deutsches Zentrum für Luft-und Raumfahrt EV	DLR	Zwenzner	Hendrik		hendrik.zwenzner@dlr.de	(49) 815 328 3034	Earth Observation Center German Remote Sensing Data Center Georisk & Civil Security Oberpfaffenhofen 82234 Wessling, Germany
			Martinis	Sandro		sandro.martinis@dlr.de		
			Thomann*	Katharina		Katharina.Thomann@dlr.de	(49) 815 328 2253	
8	Géode & Cie	G&C	Bourgogne	Stéphane		stephane.bourgozne@geode-et-cie.fr		

* - Administrative Staff

WP1: Management

GA Change



- The Commission adopted a Decision on 01/10/2014 to amend the H2020 Model Grant Agreements (MGAs) adopted on December 2013. These MGAs (version of September 2014) repair incoherences and clerical mistakes and introduce the following substantial changes.
- - Article 20.6 "Currency for financial statements and conversion into euro" in order to allow beneficiaries with accounts in other currencies than euro to convert into euro all costs incurred independently of the currency in which they were incurred (similar to FP7 projects).
- - Article 21.2 "Pre-financing payment - Amount - Amount retained for the Guarantee Fund" in order to give the possibility to the consortium to receive the pre-financing payment at an earlier date, namely 10 days prior to the starting date of the action.
- - Article 38.1.2 "Information on EU funding - Obligation and right to use the EU emblem" in order to ensure more visibility of EU funding for any communication activity related to any infrastructure, equipment used and to major results of a Horizon 2020 action.
- Since the above mentioned Decision applies as of 10 December 2013, the revised version of the MGAs must be applied to all H2020 grants signed from this date.

WP1: Management GA Change

- No action required from partners
- The full ‘tracked’ changes can be found listed at:

http://ec.europa.eu/research/participants/data/ref/h2020/mga/gga/h2020-mga-gga-multi_en.pdf

WP1: Management Reporting



Our first reporting period (**1.1.2015 – 31.12.2015**)
has now ended;

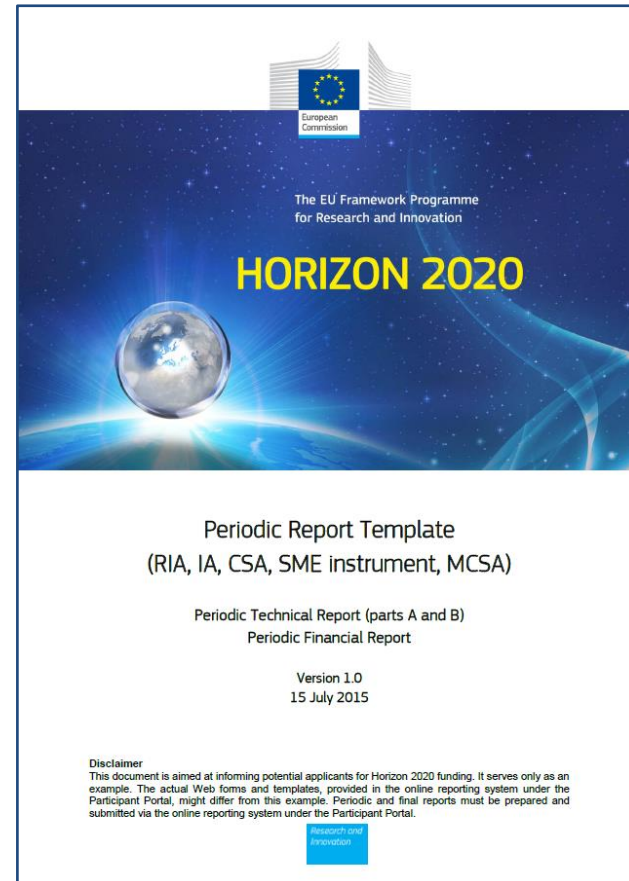
We must submit the first periodic report within 60 days .

WP1: Management Reporting

In July 2015 the EU produced a [template periodic report](#).

UBERN will be responsible for the majority of the report, but we need input from each partner, organised via Work Package Leaders

Submission consists of 3 parts;



WP1: Management Reporting

- Part A (1) is mainly generated by the SyGMA grant management section within the Participant Portal (updated by UBERN)
- Part A (2) is the Periodic Technical Report, a separate document which requires input from **all**
- Deadline for first draft - **today**
- Part B is the periodic financial report which each partner has to complete
- Deadline - **12th February**

WP1: Management Reporting

Periodic Financial Report

(i) an 'individual financial statement' from each beneficiary, for the reporting period.

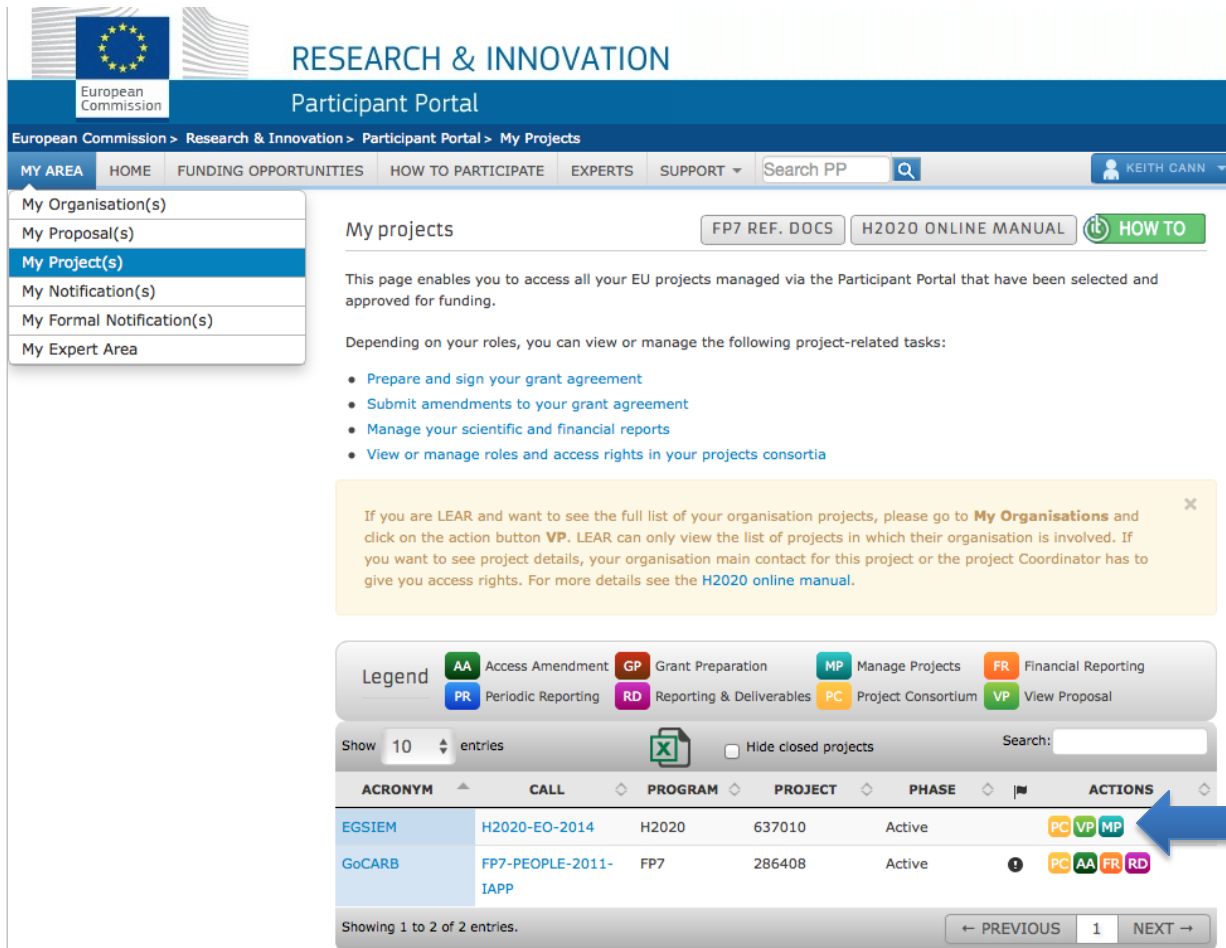
The individual financial statement must detail the eligible costs (actual costs, unit costs and flat rate costs; for each budget category and must certify that:

- the information provided is full, reliable and true;
- the costs declared are eligible (see Article 6);
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request... for the last reporting period: that all the receipts have been declared;

(ii) an explanation of the use of resources and information on subcontracting (see Article 13)

EGSIEM Grant Agreement, Article 20.3 (b)

WP1: Management Reporting



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP KEITH CANN

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Formal Notification(s)
My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
EGSIEM	H2020-EO-2014	H2020	637010	Active	PC VP MP
GoCARB	FP7-PEOPLE-2011-IAPP	FP7	286408	Active	PC AA FR RD

Showing 1 to 2 of 2 entries. ← PREVIOUS 1 NEXT →

WP1: Management Reporting

RESEARCH & INNOVATION Help

European Commission Participant Portal - Grant Management Services Keith CANN

MY PROJECT Launch new interaction with the EU +

HORIZON 2020

Call: H2020-EO-2014
Type of Action: RIA
Acronym: EGSIEI
Current Phase: Grant Management
Number: 637010
Duration: 36 months
Start Date: 2015-01-01
Estimated Project Cost: €2,499,550.00
Requested EU Contribution: €1,752,050.00
Contact: Ines MARIN MORENO

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL
HOW TO

Periodic Reporting 01 Jan 2016
REP-637010-1 - period 01/2015 > 12/2015
Draft Submitted Reviewed Paid

Technical Part of Periodic Report contribution **Lock for review**
Financial Statement UBERN [PIC 999976493] drafting **Lock for Review**
Periodic Report 1 projectNo 637010 composition **Submit to EU**

Process specific documents
Process specific communications

Commission Initiated Amendment 09 Dec 2015
AMD-637010-6
Launched Prepared Requested Decision

Process specific documents
Process specific communications

Continuous Reporting 01 Jan 2015
637010 - EGSIEI
Started Completed

Continuous reporting data

Process specific documents
Process specific communications

Ethics Management 26 Mar 2014

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https://ec.europa.eu/research/participants/grants-app/reporting/REP-637010-1/PeriodicReportForm/finStatement/999976493?restartApplication=... SyGma - System for Grant Management

Projects - Research Participant Portal Participant Portal Grant Management Services SyGma - System for Grant Management South Africa v England, second Test, Johannesb... ncankeit (EXTERNAL)

Grant Management Project Periodic Report

Project 637010 (EGSIEM) Beneficiary 1: UBERN
 Legal Name: UNIVERSITAT BERN
 PIC: 999976493 Status: VALIDATED
 Legal Address: HOCHSCHULSTRASSE 6 000, 3012, BERN Switzerland

Period No: 1 Duration (months): 12
 Reporting Period: [01/01/2015 - 31/12/2015]

Financial Statement

Financial information from contact
 No contribution requested? Yes No

Financial Statements

Period	Adjustment	Requested Contribution
01/01/2015 - 31/12/2015 (Period No '1')	No	0.00 €

Financial Statement for period '1' (01/01/2015 - 31/12/2015)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Direct personnel costs declared as unit costs (average costs)	0.00 €	
d) Direct costs of subcontracting	0.00 €	
e) Direct costs of providing financial support to third parties	0.00 €	
f) Other direct costs	0.00 €	
h) Indirect costs (= 0.25 * (a + b + f - o))	0.00 €	
j) Total costs (= a + b + d + e + f + h)	0.00 €	
m) Maximum EU contribution (0%)	0.00 €	
n) Requested EU contribution	0.00 €	
z) Requested EU contribution eligible for CFS	0.00 €	

Additional Information for indirect costs:
 Use of costs of in-kind contributions not used on premises? Yes No

Validate

WP1: Management Reporting

Salary calculations for the Periodic Reports

The basic calculation is:

Hourly rate (standard remuneration) x **hours worked**
for the project + any additional remuneration
received (but only for non-profit entities)

EGSIEM Grant Agreement, Article 6.2

WP1: Management Reporting

The calculation of the **hourly rate** should be based on the data of the last closed financial year (eg. Jan – Dec 2015) and consists of;

- Basic salary
- social security
- taxes
- any other mandatory costs

WP1: Management Reporting

The **hours worked for the project** have three alternative calculation methods!

Option 1: 1720 fixed hours

- May be used by any beneficiary, *easy to use, no mistakes*

Option 2: Individual annual productive hours

- how many hours the person should work according to law, collective agreement and/ or individual contract + overtime – absences (such as sick Leave – but not holidays!)

Option 3: Standard annual productive hours

- Calculation made according to the usual cost accounting practice of the beneficiary
- Must be at least 90% of the standard annual workable hours
- If less than 90 % -> use 90 %

WP1: Management Reporting



So we return to the basic salary calculation:

Hourly rate (standard remuneration) x **hours worked**
for the project + any additional remuneration
received (but only for non-profit entities)

WP1: Management Reporting

- Where staff are employed less than 100% on EGSIEM there maybe a requirement to keep timesheets – check with your Finance office what local requirements are.
- However, our GA (Article 18) states that
As an exception, for persons working exclusively on the action, there is no need to keep time records, if the beneficiary signs a declaration confirming that the persons concerned have worked exclusively on the action.

WP1: Management: Audits



- **A Certificate on the Financial Statements** (Audit) is required by any partner receiving more than €325,000 from EGSIEM
- However, this is only required at the end of the project

WP1: Management Payments



The payments from EGSIEM should be sent as follows;

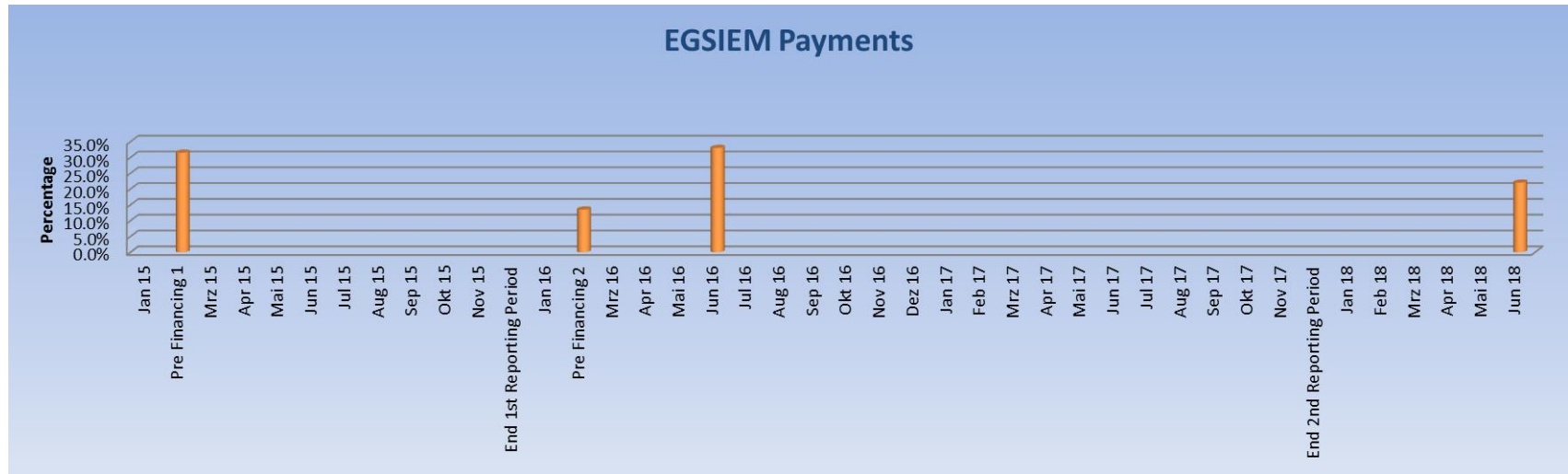
- January 2015 - Pre-Financing, paid out in 2 x instalments, the first 70% of this figure you have received (Late February/early March 2015)
- c. Jan-Feb 2016 - Pre-Financing, upon receipt of your input to the first periodic report you will be sent the remainder (30%) of the above

EGSIEM Consortium Agreement, Section 7.3.2

- mid 2016 - Interim Payment c. 33% of your budget, based on the expenditure reported in the first periodic report, submitted by the end of February 2016
- mid 2018 - Final Payment, remaining budget (including the 5% guarantee fund that the EU hold back from the Pre-Financing), this figure is based on the expenditure reported at the end of the grant by the end of February 2018

WP1: Management Payments

The payment scenario as displayed on the previous slide will only be valid so long as we submit timely reports to the EC (with all necessary supporting documentation uploaded).



WP1: Management



THANK YOU!



HORIZON 2020