

## **WP1: Management Update**

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EGSIEM Project Meeting #1

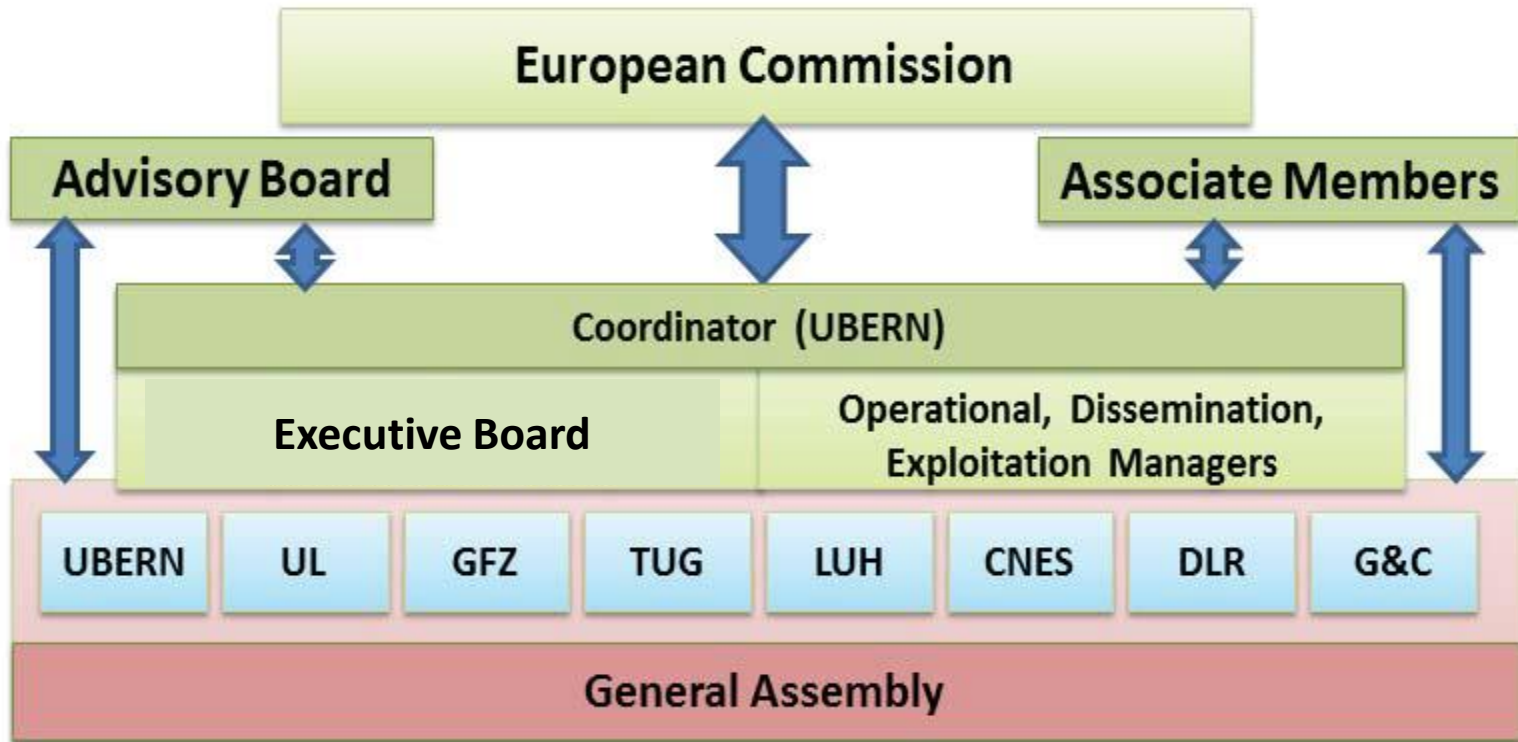
11. & 12. June 2015, Bern

# WP1: Management Overview



- Structures & People
- Reporting
- Payments
- Other

# WP1: Management Structures



# WP1: Management Structures



## *General Assembly*

- One Member from each signatory to the Consortium Agreement has voting rights
- Main decision making instrument of the Consortium
- Can make changes to the Consortium Plan (and propose amendments to the funding body)
- Decides on the membership of the Consortium
- Decides on the membership of the Executive Board
- Can remove partners/coordinator
- Can approve budget amendments

EGSIEM Consortium Agreement, Section 6.3.1.2



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# 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
  - Weigelt
  - Flechtner
  - Güntner
  - Mayer Gürr

EGSIEM Consortium Agreement, Section 6.3.2

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# 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



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# WP1: Management Structures

Partner No.	Institute	Short Name	Name	Vorname	Email	Phone	Address
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			Jean	Yoomin	<a href="mailto:yoomin.jean@aiub.unibe.ch">yoomin.jean@aiub.unibe.ch</a>	(41) 31 631 3802	
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			Güntner	Andreas	<a href="mailto:guentner@gfz-potsdam.de">guentner@gfz-potsdam.de</a>	(49) 331 288 1559	GFZ German Research Centre for Geosciences
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5	<i>Leibniz Universität, Hannover</i>	LUH	Klinger	Beate	<a href="mailto:beate.klinger@tugraz.at">beate.klinger@tugraz.at</a>		Technische Universität Graz
			Kvas	Andreas	<a href="mailto:kvas@tugraz.at">kvas@tugraz.at</a>		Steyrergasse 30/III
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6	<i>Centre National D'Etudes Spatiales</i>	CNES	Flury	Jakob	<a href="mailto:flury@ife.uni-hannover.de">flury@ife.uni-hannover.de</a>	(49) 511 762 5786	Institut für Erdmessung
			Naemi	Majid	<a href="mailto:naeimi@ife.uni-hannover.de">naeimi@ife.uni-hannover.de</a>		Leibniz Universität Hannover
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8	<i>Géode &amp; Ce</i>	G&C	Zwenzner	Hendrik	<a href="mailto:hendrik.zwenzner@dlr.de">hendrik.zwenzner@dlr.de</a>		German Remote Sensing Data Center
			Thomann	Katharina	<a href="mailto:Katharina.Thomann@dlr.de">Katharina.Thomann@dlr.de</a>	(49) 815 328 2253	Georisks & Civil Security
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# WP1: Management Reporting



Our first reporting period runs from;

**1.1.2015 – 31.12.2015**

The coordinator must submit a periodic report within 60 days following the end of each reporting period.

The periodic report must include:

- (a) a 'periodic technical report'
- (b) a 'periodic financial report'

**EGSIEM Grant Agreement, Article 20.1**



# WP1: Management Reporting

## *Periodic Technical Report*

- (i) an explanation of the work carried out by the beneficiaries;
- (ii) an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1.

This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out. The report must also detail the exploitation and dissemination of the results and - if required in Annex 1 - an updated 'plan for the exploitation and dissemination of the results'

- (iii) a summary for publication by the Agency;
- (iv) the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

**EGSIEM Grant Agreement, Article 20.3 (a)**

# 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)

and any in-kind contributions provided by third parties from each beneficiary

(iii) not applicable;

(iv) a 'periodic summary financial

**EGSIEM Grant Agreement, Article 20.3 (b)**

# WP1: Management Reporting



According to the Project Officer there is currently (May 2015) no template of the H2020 report available. However, based on the FP7 reports it should feature the following sections;

- **DECLARATION BY THE PROJECT COORDINATOR**
- **PUBLISHABLE SUMMARY**
- **PROJECT OBJECTIVES FOR THE PERIOD**
- **WORK PROGRESS AND ACHIEVEMENTS DURING THE PERIOD**
- **DELIVERABLES AND MILESTONES TABLE**
- **INTERNATIONAL CONFERENCES / EVENTS OPEN TO EXTERNAL RESEARCHERS**
- **DISSEMINATION ACTIVITIES**
- **PROJECT MANAGEMENT**
- **FINANCIAL STATEMENTS – FORM C AND SUMMARY FINANCIAL REPORT**

# 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)

Sounds simple, but...

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
- 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)

Providing evidence of the hours worked for the project could potentially be a problem, please speak to your finance office about local regulations and possibly the requirement to keep timesheets!



# WP1: Management Reporting



The coordinator must submit the 'deliverables' identified in Annex I, in accordance with the timing and conditions set out in it.

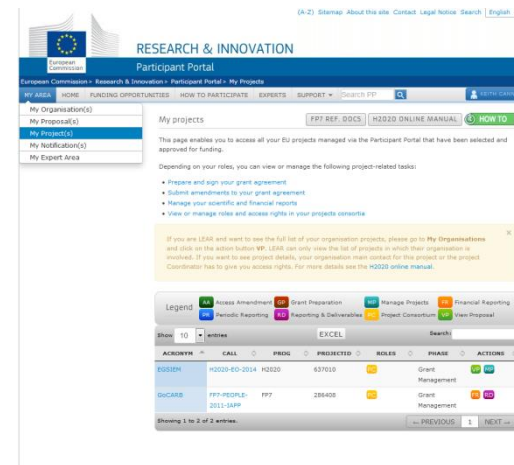
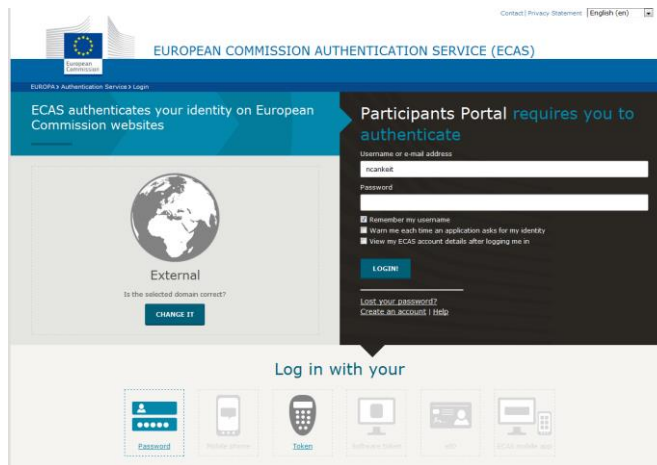
EGSIEM Grant Agreement, Article 19.1

To accommodate the Quality Assurance procedure the author should prepare a mature draft of the Deliverable at least **two weeks** before the due date and then send it to the WP Leader.

EGSIEM Management Guidelines, p. 12

# WP1: Management Reporting

- All reports are submitted via the EU's Participant Portal, most of the Technical Report will be collated by UBERN and we will be asking for updates from various WP members from December onwards, but each beneficiary must submit their own Financial Report.



# WP1: Management Payments



The payments from EGSIEM should be sent as follows;

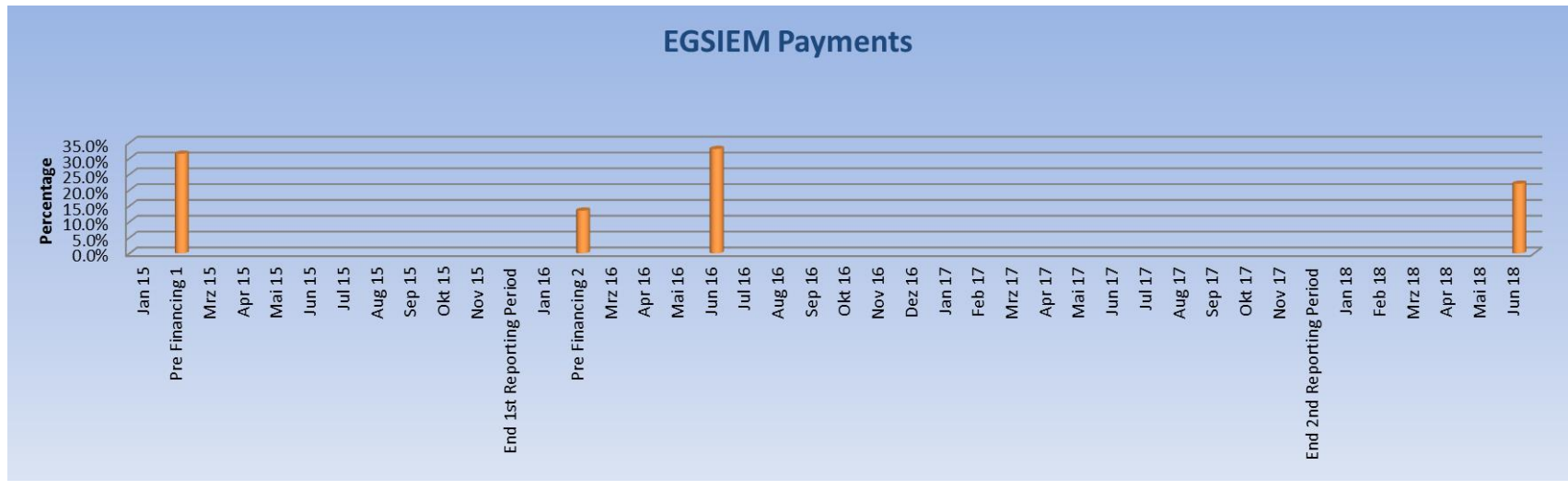
- January 2015 - Pre-Financing, paid out in 2 x instalments, the first 70% of this figure you have received (Late February/early March 2015)
- c. Jan-Feb 2016 - Pre-Financing, upon receipt of your input to the first periodic report you will be sent the remainder (30%) of the above

## **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

## Other



### *Associate Members*

TU Dresden are currently in the process of signing an EGSIEM Service Level Agreement (SLA)

JRC now have an SLA

Roland Pail (TU München) → Thomas Gruber

### **Advisory Board**

Srinivas?

# WP1: Management

Other, Website




- [egsiem.eu](http://egsiem.eu) has been live since March 2015
- Deliverable 7.1
- Work is ongoing updating content (Documentation and News items)
- Don't forget, you should log-in (19.3) to access all available content (including the calendar)
- Do we want to give Associate Members access?



# WP1: Management

## Other, Website



The screenshot shows the EGSIEEM website interface. At the top, there is a navigation bar with the following items: News, Project, Tools, Documents, Consortium, Contact, Search, and Calendar. The 'Documents' menu is open, showing sub-items: Documentation, Publications, File upload, and Newsletters. The 'Calendar' item is also circled in red. Below the navigation bar, there are two blog entries. The first entry is titled 'Blog Entry: EGSIEEM at geoday 2015' by Andreas Kvas, dated 29 May 2015. The second entry is titled 'Blog Entry: How EGSIEEM will support flood monitoring and mapping' by Hendrik Zwenzner, dated 15 May 2015. To the right of the blog entries, there is a 'Latest News' section with a list of recent blog posts. Below this, there are social media icons for Twitter, Facebook, Email, and WordPress. A 'Login' section is also visible, showing the user name 'Hi Keith Cann-Guthauser' and a 'Log out' button. At the bottom right, there is a 'User Menu' with options to 'Edit your Profile' and 'Create an article'.

News Project Tools Documents Consortium Contact Search Calendar

Documentation Publications File upload Newsletters

### Blog Entry: EGSIEEM at geoday 2015

Andreas Kvas 29 May 2015

Each year, the geodesy institutes at TU... each event targeted at students about to graduate high school. This year over 200 students from schools all over Styria took the opportunity to get to know the courses of study, the geodesy institutes at TUG, and their current research topics. Besides regional and lunar gravity field recovery, GRACE and the monitoring of the time variable gravity field were hot topics at our booth. We engaged the students with interactive displays of satellite models and gravity products which sparked many interesting discussions.

Read more ... Add new comment

### Blog Entry: How EGSIEEM will support flood monitoring and mapping

Hendrik Zwenzner 15 May 2015

Severe and very large flood events, such as the floods in central Europe in 2002 and 2013 or the flood in Pakistan in 2010 for example, are amongst the most devastating catastrophes for the Earth's population, economy and environment. According to the number of activations of the **International Charter Space and Major Disasters**, almost 50 percent of all major disasters during the last 15 years have been flood events.

Due to their capability to present a synoptic view of the spatial extent of floods, satellite remote sensing technology has been successfully applied for flood mapping and monitoring applications. Because of their specific illumination, their day/night as well as all-weather capabilities, synthetic aperture radar (SAR) sensors (e.g. TerraSAR-X, Radarsat-2, ALOS-2 which all operate in different wavelengths, i.e. X,C and L-band) are optimally suited for providing reliable information on floods, which usually occur under rainy or at least cloudy conditions. In recent years, the global demand for crisis information on natural disasters like severe flood events has increased substantially.

Read more ... Add new comment

### Latest News

- Blog Entry: EGSIEEM at geoday 2015
- Blog Entry: How EGSIEEM will support flood monitoring and mapping
- Blog Entry: EGSIEEM @ EGU (Part II)
- Blog Entry: EGSIEEM Gravity and Time
- Blog Entry: Test Areas for Flood Monitoring

Twitter Facebook Email WordPress

### Login

Hi Keith Cann-Guthauser, Log out

### User Menu

- Edit your Profile
- Create an article



# WP1: Management

## Other, Website



Navigation menu: News, Project, Tools, Documents, Consortium, Contact, Search, Calendar

Documents dropdown menu: Documentation, Publications, File upload, Newsletters

Current folder: InternalDocuments

Filter file list:

File name	Size	Last changed
Deliverables		
Consortium List 27.4.2015.PNG	87.6 KB	27/04/2015 10:45:52

Latest News section:

- Blog Entry: EGSIEM at geoday 2015
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Social media icons: Twitter, Facebook, Email, WordPress

Login section:

Hi Keith Cann-Guthauser,  
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