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Kick-off Meeting

WP5 Presentation. Administrative and financial issues.

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Index

- Role of the Coordinator
- Payment schedule. Internal funds
- Agreements between partners
- Secondments:
 - Internal reports
 - Good practices and recommendations
 - How to report changes
- Deliverables, Milestones and deadlines in WP5
- Conclusions and To Do list



Our role as Coordinator

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- **ENSURE SMOOTH IMPLEMENTATION IN MONEY AND TIME**
- handling project correspondence and day-to-day requests from partners (helpdesk);
- provide support to the network with the reporting, secondments, organization of events, preparation of agendas and project documents, communication, etc.
- budgeting, funding distribution, financial reporting (internal and to EC) and auditing collection;
- e-mail contact and administrative reporting with EC;
- control the correct functioning of project e-tools (webpage) and systems;
- preparing, executing and post-processing (for further approval) of the (financial) reviews and project meetings minutes



Payment Schedule

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Three installments: timing estimated

- Pre-financing: 60% received in October 21, ordered on 22/11/21
- Interim payment: 25%, 5 months after mid-term report (Jan-Feb 2024)
- Final payment (includes the Guarantee Fund 5%): 15%, 5 months after the end of the project

ONLY IF the Beneficiary fulfilled all his obligations in time and executed all programmed secondments (UC entitled to withhold any payments, see CA, Sec 7.3.2);

Dates are tentative and may change depending on the submission of the contractual reports/deliverables and the time required by EC to process them!

The funds are **re-distributed** (Category B) according to the Attachment 8 of the Consortium Agreement (CA).



Coordination Fund

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- How much:** 350.00€ per executed and accepted secondment month
- Covers management cost, website/logo and management meetings;
- Not refundable
- Fully described in the Attachment 8 and Sec. 7.1.5 of the CA.

COORDINATION FUND				
Party's Name	Party's contribution to the Coordination Fund Tranche 1 (pre-financing 60%)	Party's contribution to the Coordination Fund Tranche 2 (interim payment 25%)	Party's contribution to the Coordination Fund Tranche 3 (final payment 15%)	Total proposed contribution
1. UC	10.710,00 €	4.462,50 €	2.677,50 €	€ 17.850,00
2. UPM	1.470,00 €	612,50 €	367,50 €	2.450,00 €
3. LSIWC	2.520,00 €	1.050,00 €	630,00 €	4.200,00 €
4. SGGW	2.520,00 €	1.050,00 €	630,00 €	4.200,00 €
5. LUT	1.680,00 €	700,00 €	420,00 €	2.800,00 €
6. BANGOR	1.260,00 €	525,00 €	315,00 €	€ 2.100,00
7. TWI LIMITED	1.260,00 €	525,00 €	315,00 €	€ 2.100,00
8. NIBIO	1.890,00 €	787,50 €	472,50 €	€ 3.150,00
9. AUTH	840,00 €	350,00 €	210,00 €	€ 1.400,00
10. Inocure	3.360,00 €	1.400,00 €	840,00 €	5.600,00 €
11. CCC	- €	- €	- €	- €
12. ECORESOURCES	840,00 €	350,00 €	210,00 €	€ 1.400,00
Total retained	28.350,00 €	11.812,50 €	7.087,50 €	47.250,00 €



Organizational Fund

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- How much:** 300.00€ per executed and accepted secondment month (%)
- Covers invited guests and workshops/event organization
- Refundable (any surplus to be paid back)
- Revisited after mid-term (depending on the execution/availability)
- Fully described in the Attachment 8 and Sec. 7.1.6 of the CA.

ORGANIZATIONAL FUND				
Party's Name	Party's contribution to the Organizational Fund Tranche 1 (pre-financing 60%)	Party's contribution to the Organizational Fund Tranche 2 (interim payment 25%)	Party's contribution to the Organizational Fund Tranche 3 (final payment 15%)	Total proposed contribution
1. UC	9.180,00 €	3.825,00 €	2.295,00 €	15.300,00 €
2. UPM	1.260,00 €	525,00 €	315,00 €	2.100,00 €
3. LSIWC	2.160,00 €	900,00 €	540,00 €	3.600,00 €
4. SGGW	2.160,00 €	900,00 €	540,00 €	3.600,00 €
5. LUT	1.440,00 €	600,00 €	360,00 €	2.400,00 €
6. BANGOR	1.080,00 €	450,00 €	270,00 €	1.800,00 €
7. TWI LIMITED	1.080,00 €	450,00 €	270,00 €	1.800,00 €
8. NIBIO	1.620,00 €	675,00 €	405,00 €	2.700,00 €
9. AUTH	720,00 €	300,00 €	180,00 €	1.200,00 €
10. Inocure	2.880,00 €	1.200,00 €	720,00 €	4.800,00 €
11. CCC	0,00 €	0,00 €	0,00 €	0, 00€
12. ECORESOURCES	720,00 €	300,00 €	180,00 €	1.200,00 €
Total retained	24.300,00 €	10.125,00 €	6.075,00 €	40.500,00 €



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Consortium Agreement and Partnership Agreements

- CA already signed by all beneficiaries:** when all copies received, pdf sent to all Beneficiaries and uploaded on Participant Portal

- Partnership Agreements (PA) with Partner Organisations (PO):**
 - ✓ Recommended by the EC
 - ✓ Signed: Coordinator (on behalf of consortium) and UNL/UCC/UCCH
 - ✓ Main rights and obligations from the GA and CA translated to POs
 - ✓ Do not cover secondments implementation and transfer of funds.
 - ✓ Simple document (few pages), in English.

- Transfer of funds:** from Beneficiary to PO by an internal agreement or as per internal practices. Ideally, costs must be described. Covered by B1 budget. Triggered by secondments.



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Secondments. Internal Reports

❑ Secondment Plan:

- ✓ Before each Secondment starts (travel dates), independently if same person/ host;
- ✓ Description of planned activities and competencies targeted (1-2 pages);
- ✓ Use the template and examples there. Fill in the Tasks from Annex I;
- ✓ Date and sign the file (prior to start). Electronic/digital signature allowed;
- ✓ Keep hard copy at Beneficiary (host/sender);
- ✓ Send scanned/electronic copy to WP Leader & Coordinator (Alfredo&Co: Tamara, María, Catalin).

❑ Secondment Final Report:

- ✓ After each Secondment ends (on the last day or within 2 weeks), for each Proposal;
- ✓ Detailed description of executed activities and achieved competencies (no limit);
- ✓ Use the template and examples there. Try to fill each box. In line with the plan.
- ✓ Date and sign the file (last working day/after). Electronic/digital signature allowed;
- ✓ Keep hard copy at Beneficiary (host/sender);
- ✓ Send scanned/electronic copy to WP Leader & Coordinator (Alfredo&Co: Tamara, María, Catalin).



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Secondments. Recommendations.

- ❑ Secondment Plan could be used as a base of a Secondment Agreement between partners (institutional) and also for WP Leaders to monitor delays/tasks or complete official reports.
- ❑ Secondment Final Report is used to construct the Progress Reports and monitor execution of Annex I of the GA.
- ❑ BOTH docs useful to prove the execution of secondments in an ex-ante audit.
- ❑ BOTH docs useful for Deliverables in all WP (especially WP4 and WP5).
- ❑ **Every change must be communicated to Coordinator and WP Leader:**
 - ✓ Offer a logistics/technical explanation (solid);
 - ✓ We revise and filter if structural/informal procedure/more detail;
 - ✓ We forward it and inform Project Officer;
 - ✓ WP Leader/Coordinator adds it to the internal/progress reports/deliverables.



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Secondments. More on changes (I)

- ❑ Beneficiaries may change the original secondment plan if justified and if needed for carrying out the activities of the action and reach its final objectives.
- ❑ The nature of the changes can be linked to:
 - ✓ Change the **host organisation** (e.g., staff member n°1 is finally seconded to the third country partner X instead of third country partner Y: **UC to UNL not UCC**);
 - ✓ Change of **type of secondment** (e.g. staff member n°2 finally participates to an intersectorial secondment and not to an international secondment as originally planned: **UC goes to CCC instead of UNL**);
 - ✓ Change the **sending organisation** (e.g. staff member n°3 of beneficiary A cannot perform the secondments initially planned to third country X. These are re-allocated to staff member n°10 of beneficiary B: 2PMs are transferred from UC to UPM);
 - ✓ Change of **staff profile** (e.g. staff member n°5, ESR at the moment the proposal was submitted,) becomes an ER during the project before his first secondment starts, defended his PhD);
 - ✓ Change of **secondment timing** (e.g. staff member n°6 should have been seconded at month 6 but he/she is finally seconded at month 12 due to academic charges or personal issues).



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Secondments. More on changes (II)

- ❑ All changes must be **communicated to the project officer via Coordinator**, reported in the "progress report" and "period report" and discussed at the mid-term review meeting (for changes which are known at that stage).
- ❑ An amendment of the grant agreement is not required unless the changes are substantial. Changes are considered substantial when they modify the proposal as initially evaluated by the experts. The assessment of substantiality can therefore vary depending on the importance of the secondments concerned for the research and innovation activities planned. Substantial changes will be accepted only if very well justified in light of the training, transfer of knowledge and research and innovation objectives of the project.
- ❑ Contact the Project Officer before the changes are actually implemented to assess if an amendment to the Annex 1 of the grant agreement is needed.
- ❑ All changes in the second plan, regardless of their amplitude and nature, **must remain within the maximum eligible contribution and fulfil all the eligibility conditions** mentioned under article 6 of the grant agreement and its annotations.



Secondments. Other issues.

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- ❑ **Researcher Declarations** on the Participant Portal for Third Countries (Argentina, Peru, Colombia) to Beneficiaries in Europe must be submitted by UC:
 - ✓ Help us with the Researcher Profile if not completed yet.
 - ✓ Collaborate with us to provide and re-check the data (travel; Secondment Plans).
- ❑ The 2100€/PM of **Category A used exclusively for travel, accommodation and subsistence** of each individual Secondee:
 - ✓ **NOT allowed** to spend 1.500€ per month for one staff member and 2.500€ per month for another staff member.
 - ✓ **NOT allowed** to pay within 2.100€ travel, subsistence not related to the secondment (conference outside project FAQ ID 504) or Cat B research cost.
- ❑ **Duration counted from the day of departure to the day of return.** This shall not be misused beyond the reasonable travelling needs of each secondment according to the internal practices of the Sender. In case of return to a different location other than the Sender (e.g. holidays), the end date of the secondment shall be the last day of work at Host.



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Secondments. Good practice (I)

EC can **audit** a partner “on the spot” **up to 2 years after the end** of the project. Thus, Beneficiaries must have the capacity to justify and prove all costs incurred:

Personnel costs (secondments, category A):

- ✓ Keep all employment contracts, payroll records, signed secondment agreements, secondment plans, photos, presentations, detail of presence, timesheets, etc.
- ✓ One month contract before the secondment, ensure reintegration (no time limit).

Travel:

- ✓ Keep all original invoices, meeting minutes/participant lists/certificate, train tickets, flight boarding passes, mission approval forms if applicable, etc.
- ✓ indicate whether you have presented the project/benefit (invited lecture, poster, abstract, etc.) and provide if possible with a copy of your material.

Consumables / equipment / subcontracts:

- ✓ Keep all original invoices, proofs of payments, deliverables from subcontractor, etc.
- ✓ Invoices related to project expenses shall include when possible project name and references.



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Secondments. Good practice (II)

- Duration counted from the day of departure to the day of return. This shall not be misused beyond the reasonable travelling needs of each secondment according to the internal practices of the Sender. In case of return to a different location other than the Sender (e.g. holidays), the end date of the secondment shall be the last day of work at Host.
- If the 2100€ are **directly payed** to the fellow, not necessary to justify the costs of Cat A and Cat B, only the execution of the secondment.
- Complete the fellow profile on the Portal well in advance and submit the Researcher Declaration within 20 days before its started.
- A document with important information about Research Declarations, Secondment Agreements, Secondment Plans, and important bibliography reference will be send by the Coordinator, hopefully by the end of 2021.



Secondments. Progress Report

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- 1.1 **General Progress** of the action. 1.2 **Describe general scientific progress of project** during period covered by the report (including by giving qualitative indicators and by describing deliverables/milestones achieved) – **max 10000 chars (ALL) – per WPL, starting point is the Secondment Plans (final reports).**

- 2. **Corrective Measures.** 2.1 Explain any delays accumulated in the secondments / activities / deliverables foreseen in the Grant Agreement and the measures taken to oversee them - **max 10000 chars (ALL), per WPL.**

- 2. **Corrective Measures.** 2.2 Indicate any potential risks identified and suggested approaches to mitigate them. - **max 5000 chars (UC), per WPL.**

- 3. **Ethical Issues** - **max 5000 chars (ALL: scientific misconduct?!)**

- 4. **Additional information:** Indicate any additional information which you may consider useful to assess the project implementation during the period covered by this report, including management issues. - **max 5000 chars (UC)**



Deliverables, Milestones and deadlines in WP5

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Number	Title	Beneficiary	Type	Dissemination level	Deadline
D5.1	Mid-term meeting	UC	Report	Confidential	M17
D5.2	Progress report 1	UC	Report	Confidential	M13
D5.3	Progress report 2	UC	Report	Confidential	M37

Number	Title	Beneficiary	Deadline
MS6	Kick-off meeting	UC	M2
MS7	Mid-term meeting	UC	M24
MS8	Final meeting	UC	M48



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To Do list

- Preparation and distribution of the minutes of the Kick-off meeting (MC members).
- Access to the CELISE repository (maximum 2 accounts/log per participant): email.
- Consortium Agreement distribution.
- Instructions for Secondments. Templates.
- Partnership Agreements with UCC, UNL, and UNACH.
- Questions?



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FINAL WORDS

To succeed, it is **EXTREMELY IMPORTANT** for each **MEMBER of CELISE** to:

- Carefully read all the material and use the templates sent by our office and Project Coordinator, our intention is to help and make everybody's work easier;
- Respect the rules (Grant Agreement and Consortium Agreement);
- Follow the budget (execute secondments, there is no other money)!
- Be transparent and pay attention to the communication process;
- Do not hesitate to use our helpdesk if you have any doubt regarding the financial and administrative aspects of CELISE. It is always cheaper to prevent, so ASK, ASK and ASK!!!!

THANK YOU FOR YOUR ATTENTION!