

Administrative Issues

SALZBURG OCTOBER 23 2009



Agenda

- ⑩ Reporting issues
- ⑩ Follow-up 1st Progress Report
- ⑩ Current reporting status
- ⑩ Next reporting deadlines
- ⑩ Lessons learned
- ⑩ Underspending
- ⑩ Sources of information

⑩ *NOTE: Please always also refer to www.central2013.eu for the latest updates about the programme!*

Which reporting issues are we dealing with right now?

⑩ JTS requests for clarifications on the 1st Progress Report

☞ Clarifications on activities and expenses

☞ Amendments of FLC documents

☞ Deadline for submission to the JTS is **October 26, 2009**

⑩ Preparation of the 2nd Progress Report

☞ Deadline for submission to the JTS is **November 1, 2009**

Which are the main points of concern?

10 FLC control checklist

⌘ **Blank boxes in FLC control checklist** – Please make sure that if there are no costs the sections should be marked "N/A" (e.g. if there are no "other costs", all N/A boxes in the section should be ticked)

⌘ **Don't do this.....**

6. PROMOTION COSTS

Control questions:	YES	NO	N/A
Are costs project related?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence available that public procurement rules (or transparency) in the selection process have been respected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a contract laying down the services to be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are payments made against invoices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are invoices sufficiently detailed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....

⑩ FLC control checklist

☞ **Consistency of the control checklist:** Some mistakes related to the FLCer wrongly treating some of the control questions as not applicable, i.e. question on double funding, public procurement rules, equality etc.

⑩ Mistakes in other FLC documents

☞ **Consistency between the single confirmation of control documents**

⑩ Consistency of the Progress Report

☞ Please ensure consistency between activities reporting and financial reporting!

☞ The description of activities per work package under section 5 of the Progress Report needs to be in line with the claimed costs per partner in financial section 6.

☞ Provide explanations for every costs declared - For example.... If you declare costs for WP4 than you have to declare in the activity part (section 5) what you did and why you did.

Current reporting status - 2nd RP

Here is where we stand...

	Partners	Feedback on Financials PP	Annexes				2. Progress Report excel file filled in
			Confirmation of Control incl. breakdown of validated expenditure	Internal Control Report	Control Checklist	Need for modification?	
LP	PVA-MV AG	work in progress					
PP2	ValDeal Innovation	yes	no	no	no	n/a	no
PP3	Slovak Academy of Sciences	yes	no	no	no	yes (for 1st RP)	no
PP4	Chemnitz University of Technology	yes	no	no	no	n/a	yes
PP5	ITG Salzburg	yes	yes	yes	yes	no	no
PP6	GRYF	no	no	no	no	n/a	no
PP7	IRI UL	yes	no	no	no	n/a	yes
PP8	inno AG	work in progress					
PP9	University of Zilina	yes	yes	yes	yes	yes	no
PP10	Eurogroup Consulting	no *	no	no	no	n/a	no

* The costs of the Italian partners are not included in the 2nd Progress Report due to the ongoing establishment of the Italian FLC system. This is in accordance with the JTC comment from 23 June 2009.

Next reporting deadlines

Reporting Period		Submission date to JTS LP	Latest extention date <i>min. 1 week prior to submission date according to §9.4 of Partnership Agreement</i>	Submission of PP input to LP <i>1 month before the deadline according to §9.3 of Partnership Agreement</i>
0	Preparation Costs	01/05/2009		01/08/2009
1	09/08 - 02/09	01/05/2009		01/08/2009
2	03/09 - 08/09	01/11/2009	23/10/2009	01/10/2009
3	09/09 - 02/10	01/05/2010	23/04/2010	01/04/2010
4	03/10 - 08/10	01/11/2010	22/10/2010	01/10/2010
5	09/10 - 02/11	01/05/2011	22/04/2010	01/04/2011
6	03/11 - 08/11	01/12/2011	22/11/2010	01/10/2011

⑩ Preparation of FLC documents

☞ **Hand in your audit data to your FLCer in time!**

☞ According to the Partnership Agreement §9.3, *“each PP commits itself to deliver the necessary documentation to the LP 1 month before the deadline set in the subsidy contract”!*

☞ Please check your FLC documents before handing them in. See if they are complete (4 documents) and correctly filled in.

⑩ Processing the FLC documents

☞ Give us a notice if the documents are on their way

☞ Hand in your complete FLC documents in original, signed and stamped

☞ Please also sign and stamp the control checklist

⑩ If you can't deliver on time (should be the exception!)

☞ Fill in Section 9 (9.1 and 9.2 for expenditure currently under validation) of the Progress Report template

☞ Enter the total sum under validation

⑩ Make use of the pre-allocated budget!

⑩ Beware of underspending!

⌘ **JTS:** “*Please note that the claimed ERDF contribution is lower than foreseen in the AF and in the Subsidy Contract. The maximum cumulative ERDF underspending acceptable after 3 reporting periods is of 15%.*”

⌘ See also p. 35 of CENTRAL EUROPE Implementation Manual

⌘ Consequence = Real underspending minus 15% times the originally approved budget will be lost!!!

Key sources of information (abstract)

Specific information:

- ⑩ CERIM Application Form_approved final version (objectives, budgets, partners, activities, etc.)
- ⑩ CERIM Subsidy Contract
- ⑩ CERIM Partnership Agreement & Start-Up Report (here: confirmation of management arrangements)

General information:

- ⑩ **CENTRAL EUROPE website** www.central2013.eu **and national homepages of CENTRAL EUROPE**
- ⑩ **CENTRAL EUROPE Application Manual – First Call** www.central2013.eu/working-with-central/document-center/programme-documents.html
- ⑩ **CENTRAL EUROPE Control and Audit Guidelines**
http://www.central2013.eu/fileadmin/user_upload/Downloads/Document_Centre/Implementation_Documents/Control_and_Audit_Guidelines.pdf
- ⑩ **CENTRAL EUROPE Implementation Manual**
http://www.central2013.eu/fileadmin/user_upload/Downloads/Document_Centre/Implementation_Documents/Implementation_Manual.pdf
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**Thank you for your
attention!**