

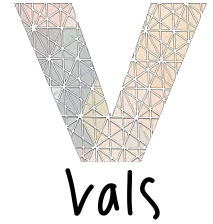
Project Management Issues. Bolton meeting

4th meeting

Bolton, 1st-2nd September, 2015

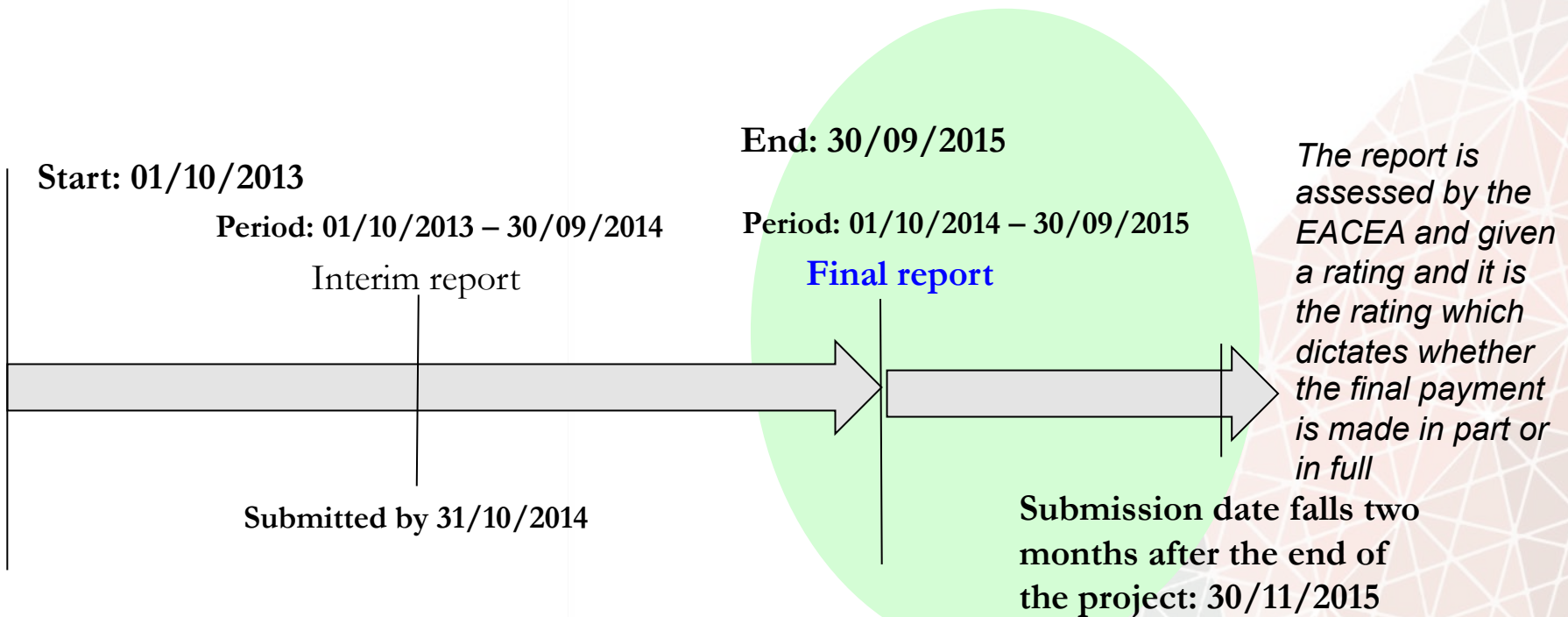
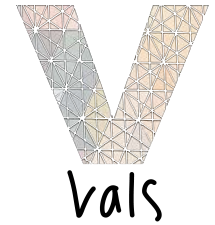
(USAL team)

Contents



- Overview project life cycle
- Reporting documents
- Technical report
- Financial report
- Report of Factual Findings on the Financial Report
“Type I” (*audit certificate*)
- Outstanding issues
- Next steps

Overview project life cycle

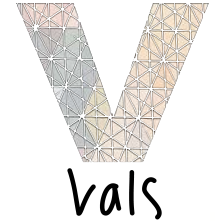


Grant agreement
Bilateral agreements

Documents to be submitted

- Public report
- Confidential report
- Financial report
- **Audit certificate**

Reporting documents



At VALS internal communication platform (Moodle)

<http://polis.grial.eu/course/view.php?id=247>

WPI. Management

Technical and financial reporting



Final Report (Confidential part) to be completed

Starting from the basis of the progress report, the document provides notes to the partners to complete the final report with their contribution.



Final report (public part) to be completed

Starting from the basis of the progress report, the document provides notes to the partners to complete the final report with their contribution.



Final report (financial tables)

Starting from the costs declared for the 1st year and approved by the evaluator, each partner will use its file to complete the financial report with the amounts spent during the second year.

Empty templates



Timesheet template



Daily costs declaration template



Operational costs declaration



LLP Financial report table



LLP Guidelines for Administrative and Financial Management and Reporting



Guidance notes audit Type I



VALS effort by partner

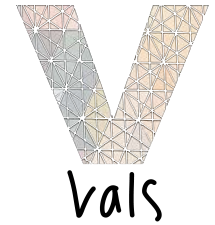


VALS_Budget_updated version



Lifelong Learning Programme

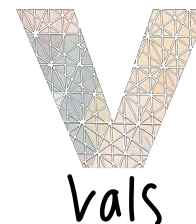
Technical report I



Confidential part of the report: the form

- The Confidential Part presents information about the management of the project, the contract and the finances. It is meant for the Agency and remains confidential
- There is a specific template provided by the EACEA to be filled
- Starting from the progress report, **we have to complete the document** with the information about the 2nd project year and **to improve some sections** (Impact and Dissemination in particular) according to the indication of the evaluator
- At <http://polis.grial.eu/mod/resource/view.php?id=18182> it is available the draft of the final report with the tasks assigned to each partner

Technical report II

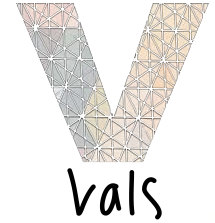


Confidential
part of the
report:
supporting
documents
(deliverables)

Workpackage Type and reference (1)	Deliverable title (2)	% Achieved	Delivery date	WP responsible
D1.1	VALS collaboration platform	100%	M2	
D1.2	VALS Handbook	100%	M2	
D1.3	Interim Report	100%	M12	
D1.4	Final Report	0%	M24	USAL
D2.1	Open Innovation Process Model	100%	M8	
D2.2	Report on Course and Supervisor Alignment	0%	M22	U Udine
D2.3	Revised Open Innovation Process Model	0%	M22	U Udine
D3.1	The VALS Virtual Placement System for Pilots	100%	M12	
D3.2	The Revised VALS Virtual Placement System	0%	M20	U Bolton
D4.1	Report on industrial engagement with the Semester of Code	100%	M12	
D4.2	Guidance on developing industrial engagement with the Semester of Code	0%	M22	OSSWatch
D4.3	Report on open innovation activities	0%	M22	OSSWatch
D5.1	Report on virtual placements organised for VALS pilots	50%	M12	USAL
D5.2	Evaluation Plan	30%	M12	USAL
D5.3	Report on virtual placements pilots and evaluation of their results	0%	M23	USAL
D6.1	Quality assurance plan	100%	M2	
D6.2	Interim Quality Assurance Report	100%	M12	
D6.3	Final Quality Assurance Report	0%	M24	USAL
D7.1	Project logo and output themes	100%	M2	
D7.2	IT Dissemination Tools	100%	M2	
D7.3	Dissemination Plan	100%	M3	
D7.4	Dissemination report with details of dissemination activities carried out and contacts established	50%	M24	U Cyprus
D8.1	Semester of Code guide for Universities	20%	M24	RayCom
D8.2	Semester of Code guide for businesses and foundations	0%	M24	RayCom
D8.3	Semester of Code book proposal	0%	M24	RayCom
D8.4	Mainstreaming plan	0%	M24	RayCom



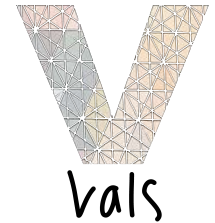
Technical report III



Public part of the report: the form

- The Public Part contains the description of the project's objectives and results. It is a document intended for general, external communication, including people who are not familiar with the sector the project addresses.
- There is a specific template provided by the EACEA to be filled
- Starting from the progress report, **we have to fully review** the document with the information about the work done and the future perspectives and **in some cases to rewrite the sections** according to the indication of the evaluator
- At <http://polis.grial.eu/mod/resource/view.php?id=18183> it is available the draft of the final report with the tasks assigned to each partner

Financial report I



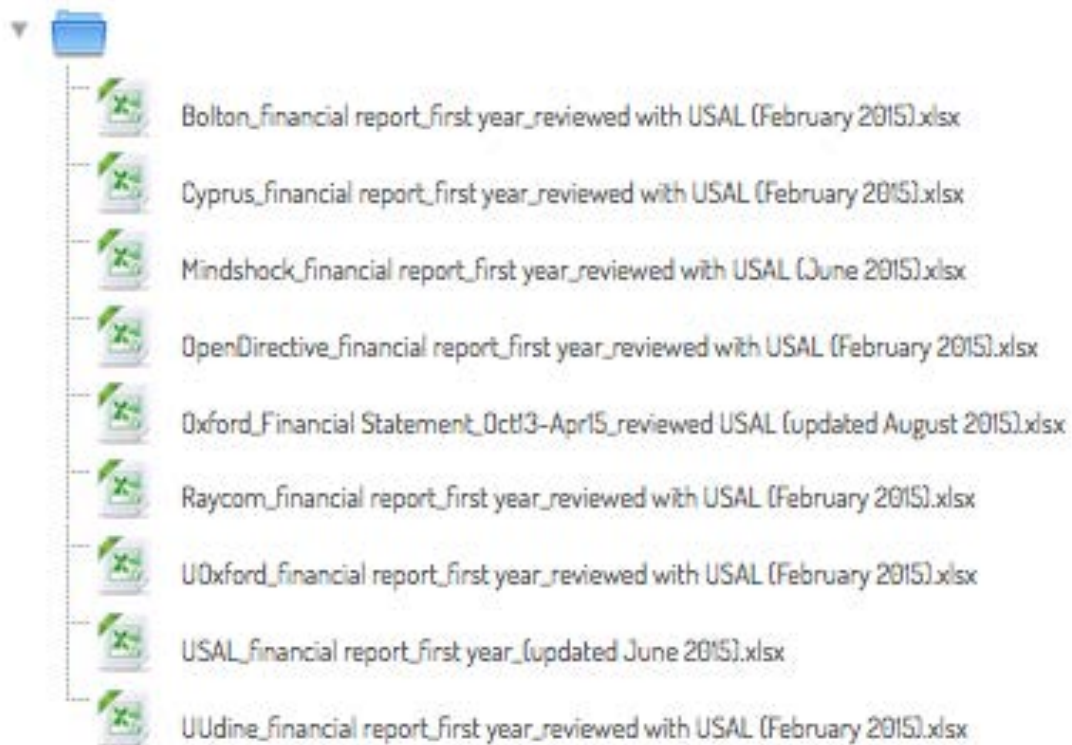
At VALS internal communication platform (Moodle)

<http://polis.grial.eu/mod/folder/view.php?id=18184>

WVPI. Management Folder Financial report (financial tables)

Final report (financial tables)

Starting from the costs declared for the 1st year and approved by the evaluator, € year.

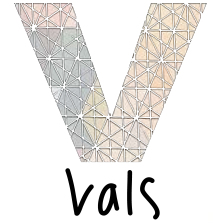
- 
- Bolton_financial report_first year_reviewed with USAL (February 2015).xlsx
 - Cyprus_financial report_first year_reviewed with USAL (February 2015).xlsx
 - Mindshock_financial report_first year_reviewed with USAL (June 2015).xlsx
 - OpenDirective_financial report_first year_reviewed with USAL (February 2015).xlsx
 - Oxford_Financial Statement_Oct13-Apr15_reviewed USAL (updated August 2015).xlsx
 - Raycom_financial report_first year_reviewed with USAL (February 2015).xlsx
 - UOxford_financial report_first year_reviewed with USAL (February 2015).xlsx
 - USAL_financial report_first year_(updated June 2015).xlsx
 - UUdine_financial report_first year_reviewed with USAL (February 2015).xlsx



Lifelong Learning Programme

Financial report II

Staff costs



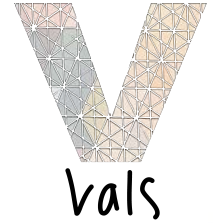
Supporting documents

In form of original documents or certified copies of originals

- Documents explaining the internal policy on salaries and the calculation of your cost rates per day/hour (Daily cost declaration template)
- Timesheets signed by both the worker and the responsible of the organisation, covering your working hours for VALS (Timesheet template)
- Official payroll/payslips which allow to check both number of days worked and amounts paid & social security charges duly paid
- Employment contracts

Financial report III

Operational Costs



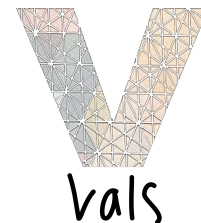
Supporting documents

In form of original documents or certified copies of originals

- Travel and subsistence (tickets, boarding pass, hotel bills, internal rules defined for the staff travelling)
- Subcontracting (tender, contract, invoices, proof of payment)
- Other costs (contracts, invoices, proof of payments)
- VAT rules declaration for 2015

Please, use the operational cost template (available at <http://polis.grial.eu/mod/resource/view.php?id=15042>) to provide a complete list of all the expenses

Recommendations



For the **exchange rate calculation**

At the official website

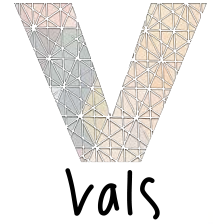
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Exchange date: October 2013

1 GBP is equal to 1.19047619048 EUR

Staff costs:

- Consistency between timesheets (number of days and daily costs) and expenses in the financial report
- All people involved in the project as staff need to be included in the project confidential report (6. Involvement of staff)
- Be careful with the ceilings for country and category
- Don't forget to send to the coordinator the original documents signed.

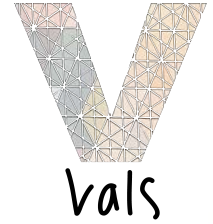


Recommendations

Travel costs

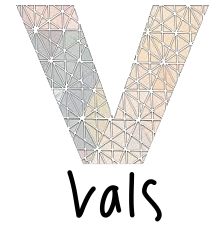
- Travel and subsistence costs are eligible only for the days of the meeting (one before and one after)
- Only for staff members
- Be careful with the subsistence ceilings
- Don't forget to send to the coordinator copy of invoices and tickets (certified copies)

Report of Factual Findings on the Financial Report “Type I” (*audit certificate*)



- It is a report produced by an external and qualified auditor independent from the beneficiary
- The Report “Type I” is applied to project with a grant: $60.000,00\text{€} < \text{Action Grant} < \text{or} = 750.000,00\text{€}$
- The auditor will verify 100% of the direct costs declared in the Financial report
- The cost of the certification and production of the report is an eligible cost (we agreed to distribute the cost among the partners in proportion to the costs incurred by every one – see Bilateral Agreement 9)

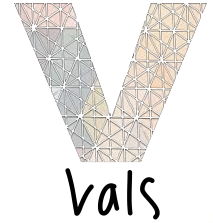
Report of Factual Findings on the Financial Report “Type I” (*audit certificate*)



The auditor's role is to report whether

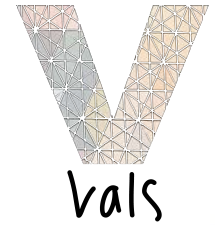
- All costs as well as all receipts are justified by the **relevant supporting documents**
- All costs are incurred in the **eligibility period**
- Expenses incurred in a **currency other than Euro have been converted**
- The beneficiary has complied with the **rules for accounting and record keeping**
- **Sub-contracting and procurement costs** comply with the related provisions set by the Grant Agreement

Outstanding issues



- To check the VALS effort by partner, categories and WPs according to the proposal and the project implementation
- To distribute the effort according to the real involvement of the staff in each institution
- Take in account the possibility to ask for an extension of the eligibility period

Next steps (without extension of the eligibility period)



Just after the meeting

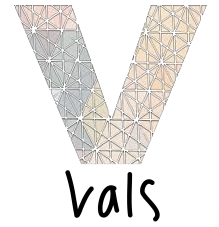
- *Message to the project officer asking for some eventual comments and feedback to the partners*

October 2015

- *All partners - Internal financial report to the coordinator (deadline October 9th)*
- *Feedback from the coordinator (October 16th)*
- *All partners – definitive financial report to the coordinator (digital and hard copy signed)*
- *Deliverables: delivery of the final version (October 16th)*
- *Confidential and public report: partners contributions (October 16th)*

November 2015: audit and submission of the report

Submission of the final report to the EACEA (deadline November 30th)



References



Lifelong
Learning
Programme

540054-LLP-L-2013-1-ES-ERASMUS-EKA

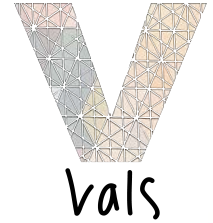


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More info



- <http://virtualalliances.eu/>
- <http://semesterofcode.com/>
- <http://vps.semesterofcode.com>
- <http://vps2.semesterofcode.com>
- <http://grial.usal.es>

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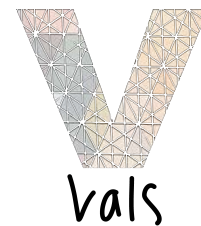


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Project Management Issues. Bolton meeting

4th meeting

Bolton, 1st-2nd September, 2015

(USAL team)