

## Solar Combi+

Identification of most promising markets and promotion of standardised system configurations for the market entry of small scale combined solar heating & cooling applications

## Kick-off Meeting

Bolzano/Bozen 27-28 September 2007

*Administrative aspects of  
project implementation*

# Where are the rules?

- Grant Agreement with the Executive Agency for Competitiveness and Innovation (EACI)  
No. EIE/07/158/S12.466793
- All partners are part in the Agreement on the basis of the mandate given to the Coordinator

# What is in the Agreement?

- I- SPECIAL CONDITIONS (*inter alia*, payments and reporting schedule for Solar Combi+)
- II - GENERAL CONDITIONS
  - Part A - Legal and Administrative Provisions
  - Part B - Financial Provisions (*inter alia*, Eligible costs, general provisions on pre-financing and payment of the balance)
- Annex I - Description of the Action
- Annex II - Cost summary
- Annex III - Reporting and financial statements (additional instructions and modalities of submission)

# Additional sources of information

- **Financial Guidelines for co-ordinators and co-beneficiaries** (version 1.1 -July 2007)

[http://ec.europa.eu/energy/intelligent/implementation/index\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/index_en.htm)



# Duration of the project

- Duration: 30 months (art. 1.2.2 of the Grant Agreement, p. 3)
- Start of the Project: 1/09/07 - End of the Project 28/02/10

# Distribution of resources

## (Grant Agreement, ANNEX II)

	Tot. eligible costs	EU contribution
EURAC	173.089	86.544
CRES	111.772	55.886
ISE	120.553	60.276
AEE INTEC	114.303	57.151
UNIBG	64.563	32.281
TECSOL	97.030	48.515
IKERLAN	50.958	25.479
ROTARTICA	40.035	20.017
CW	59.075	29.537
SorTec	62.627	31.313
Solution	29.291	14.645
SK GmbH	46.205	23.102
<b>Total</b>	<b>969.501</b>	<b>484.746</b>

# Pre-financing

(Grant Agreement, art. I.5.1, p. 5)

- First pre-financing installment from the Agency to EURAC (30%):  
Euro 145.423,80
- Within 45 days from the day the Agency receives signed contract + mandates
- EURAC distributes the respective share to partners within 30 days (art. I.3.1 (g), p. 4)

# Cost Categories

(Grant Agree., art. II.14.2, II.14.3; p. 14)

- Staff
- Sub-contracting
- Travel
- Equipment (none)
- Consumables (none)
- Other specific costs
- Indirect eligible costs

Details in Annex II, p.1

Consult also: Financial Guidelines



# Transfers between categories/partners

- Transfers between categories are possible provided that they do not exceed 20% of the total costs of the beneficiary (Grant Agreement, art. I.4.4, p. 4)
  - Transfers between beneficiaries are possible provided that they do not exceed 20% of the total costs of the recipient beneficiary (Grant Agreement, art. I.4.5, p. 4)
- => Agency must be informed via Coordinator

# Management of the project

- Coordinator - EURAC  
Project Director: Ing Alexandra Troi  
Technical Coordinator: Ing Alexandra Troi
- Each partner has a Person in charge of the action (Contact Person)
- List of Project Contact Persons to be managed by EURAC

# Project Steering Committee

- Annex I, WP 1, p. 16
- Composition: one representative for each partner
- Meetings: Six meetings on the occasion of each project meeting
- Functions: Supervision, quality control, internal evaluation

# Contact Group

- Annex I, WP 1, p. 16
- To be established by EURAC in consultation with PSC
- Composition: solar thermal industry (individual companies + associations)
- Function: to take forward the project outcomes



# External Evaluation

- Annex I, WP 1, p. 16
- To be organised by EURAC in consultation with PSC
- Functions: evaluation of project impact on key market actors in the identified most promising regions

# Reporting to the Agency

(Grant Agreement, art. I.6 + Annex III)

- Technical progress report (months 1-9)
- Interim tech. implementation report (months 1-18)
- Interim fin. Statement from each beneficiary (months 1-18)
- Final technical implementation report (months 1-30)
- Final financial statement from each beneficiary (months 1-30)

# EURAC Reporting deadlines to the Agency

	30 June 2008 Submission to the Agency	31 March 2009 Submission to the Agency	30 April 2010 Submission to the Agency
Tech. Progress report	Months 1-9		
Interim Tech. report + Interim Fin. statements		Months 1-18	
Final Tech. report + Final Fin. statements			Months 1-30

# To be agreed by partners

- Internal monitoring
- Functioning of Project Steering Committee



# Internal monitoring

## Bi-monthly updates

*All Beneficiaries involved in each of the Workpackages, shall submit bi-monthly updates on the work done, the amount spent for the implementation of the project and the activity planned for the next two months. Those updates must be submitted by Electronic mail to the Workpackage Leaders and Coordinator.*

*=> Indicatively 1-2 pages, within 10 days after the end of the period concerned*

# Functioning of PSG

Proposal circulated by mail on 5/9/07 to complement the provisions included in the Application Form and Grant Agreement (Annex I, WP 1, p. 16)

# Functioning of PSG

## Competences:

- i. To monitor the progress of the project by:
  - Reviewing bi-monthly reports
  - Approval of deliverables
  - Commenting to technical reports
- ii. To approve all major changes, in particular reallocation of tasks and resources among beneficiaries
- iii. To approve requests of amendment to Grant Agreement
- iii. To approve a plan of action in case of non adequate performance of one beneficiary
- iv. Additional rules, if required.

# Functioning of PSG

## Voting rules:

- i. Need for a qualified majority of 2/3 of the representatives present
- ii. Casting vote of the Chairperson
- iii. Unanimity for the approval of any request of amendment to the Grant Agreement



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