



solarcombi+

## 3<sup>rd</sup> Project Meeting

Athens 17<sup>th</sup> -18<sup>th</sup> November 2008

# Intermediate Report with Interim Financial Statements

covering months 1 - 18, due in March 2009

Procedure & timetable

Identification of most promising markets and promotion of standardised system configurations for the market entry of small scale combined solar heating & cooling applications  
EIE/07/158/SI2.466793 09/2007 – 02/2010

Intelligent Energy  Europe

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# RESPONSABILITIES

## art. 1.3 Grant Agreement

- **Work to be performed:**  
every co-beneficiary is responsible for the proper performance of the work incumbent upon him pursuant to Annex I to the Grant Agreement
- **Budget:**  
each contractor is responsible for the administration of his quota from the EC-contribution to the project and has to gather the information and documentation necessary to justify his costs
- **General contractual obligations:**  
all members of the consortium are party in the Grant Agreement and must contribute to the fulfillment of contractual obligations vis-à-vis the Commission.



# WORK PACKAGE 1 - MANAGEMENT

## Leader EURAC

- **Duration:** 30 months from month 1 to month 30  
(18 months within the “IR” Interim Technical Implementation Report)
- **Working Hours (total WP 1210):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (Technical Progress Report - month 1 - 9) (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
500	70	70	70	70	70
31%/30%	30%/30%	30%/30%	37%/30%	57%/30%	30%/30%

IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
50	70	70	70	50	50
140%/30%	40%/30%	17%/30%	17%/30%	26%/30%	24%/30%



## WP2 - MARKET ANALYSIS

### Leader CRES

- **Duration:** 17 months from month 2 to month 18 (all months within the “IR”)
- **WP will be concluded 28.02.09/eligible costs** have to be generated within conclusion
- **Working Hours (total WP 2230):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to PR (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
84	620	24	220	24	220
100%/100%	55%/63%	100%/100%	100%/100%	100%/100%	100%/100%
IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
84	104	300	300	50	200
100%/100%	26%/23%	50%/50%	50%/50%	48%/50%	18%/25%



# WP3 - VIRTUAL CASE STUDIES

## Leader ISE

- **Duration:** 11 months from month 3 to month 13 (all months within the “IR”)
- **WP was concluded 30.09.08/eligible costs had to be generated within the date**
- **Working Hours (total WP 4150):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
540	440	1.100	440	440	600
28%/30%	4%/25%	33%/40%	25%/30%	48%/40%	40%/40%
IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
80	40	140	140	50	140
75%/60%	70%/60%	31%/60%	63%/60%	92%/84%	48%/60%



# WP4 – DETERMINATION OF STANDARD APPLICATIONS & MOST PROMISING MARKETS

## Leader EURAC

- **Duration:** 7 months from month 14 to month 20 (5 months within the “IR”)
- **Working Hours (total WP 2540):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
860	110	220	200	200	220
0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%

IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
150	160	160	160	50	50
0%/0%	0%/0%	0%/0%	0%/0%	0%/0%	0%/0%



# WP5 - TRAINING ON PACKAGE SOLUTIONS

## Leader TECSOL

- **Duration:** 10 months from month 19 to month 28 (do to Annex 1 start after “IR”)
- **Working Hours (total WP 1052):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
-	-	-	68	-	280
-	-	-	0%/0%	-	30%/30%

  

IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
-	168	168	168	100	100
-	0%/12%	0%/12%	0%/12%	0%/20%	24%/20%



# WP6 - DISSEMINATION AND COMMUNICATION

## Leader AEE INTEC

- **Duration:** 30 months from month 1 to month 30 (18 months within the “IR”)
- **Working Hours (total WP 3764):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
652	372	320	906	360	400
18%/20%	4%/3%	0%/0%	7%/7%	0%/3%	3%/3%

IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
320	66	126	126	50	66
9%/3%	21%/24%	0%/10%	12%/10%	28%/32%	30%/24%





# WP7 - COMMON DISSEMINATION ACTIVITIES

## Leader EURAC

- **Duration:** 30 months from month 1 to month 30 (18 months within the “IR”)
- **Working Hours (total WP 150):**
  - Working hours per partner (below)
  - % of working hours spent/planned due to “PR” (below)

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
150	-	-	-	-	-
20%/30%	-	-	-	-	-

IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
-	-	-	-	-	-
-	-	-	-	-	-



## SUBMISSION OF REPORTS

### art. I.6 Grant Agreement

- **The Interim Technical Implementation Report**, covering the period from month 1 to month 18, together with the **Interim Financial Statements for each beneficiary**, has to be submitted through the coordinator **within 30 days** of the end of the reporting period.
- **Reporting period: 01.09.07 to 28.02.09**
- **Deadline of submission: 30.03.09**
- **Eligible costs:**
  1. have to be generated during the duration of the action
  2. have to be included in the estimated budget annexed to the Grant Agreement



# INTERIM FINANCIAL STATEMENT FOR EACH BENEFICIARY

- Each Partner is responsible for filling in his own Interim Financial Statement
  
- ⇒ with which **EURAC** will fill in the **OVERVIEW** to be completed by the coordinator
  
- **Currency:**  
use same currency as in your accounts



## INTERIM FINANCIAL STATEMENT FOR EACH BENEFICIARY

- **Copies of invoices are required for the three biggest items submitted by each partner under:**
  - Subcontracting
  - Durable equipment
  - Consumables
  - Other specific costs
  
- **Timesheets:**  
submission could be requested in course of the action



# BUDGET TRANSFERS

## art. I.4 Grant Agreement

- Budget transfers shall remain an exception
- Budget shifts between cost categories or between beneficiaries which exceed 20 % require an amendment to the Grant
- No Grant Agreement amendments can be requested within a report
- The request for any budget transfer must be sent to the IEE through the coordinator by registered letter justifying the transfer  
- **AT LEAST 1 MONTH BEFORE COMPLETION OF ACTION** -
- IEE has 20 days to approve or refuse the request
- Documents to be submitted to the IEE when requesting budget transfers see under LINKS



## OVERTIME

See Financial Guidelines

As a general rule, no overtime should be charged to projects in the framework of Community Programmes unless this element has been taken into account in the calculation of the the total productive hours or overtime is reimbursed specifically by the participant



# REPORTING DOCUMENTS

## Submission deadlines

- **15.01.2009:**  
reminder by EURAC to every beneficiary
  
- **15.02.2009:**  
**8 bimonthly reports** from the beginning of the action, have to be submitted to the coordinator
  - they are the basis for the preparation of the IR
  - consider working hours per WP and beneficiary do to Annex II and information given in PR when filling in the template
  
- **11.03.2008:**  
submission of the **electronic version** of the **Interim Financial Statement** by each beneficiary to the coordinator
  
- **18.03.2008:**  
submission of **two hard copies** of the **Interim Financial Statement** by each beneficiary to the coordinator **BY COURIER**



# REPORTING DOCUMENTS

## Submission deadlines

- **18.03.2009:**  
submission of **draft of IR** by EURAC to every beneficiary for **proofreading**
- **25.03.2009:**  
last date for comments on draft of the IR
- **30.03.2009:**  
submission of all documents to the IEE by EURAC
- **14.05.2009**  
date within the Agency can approve or reject the Interim Technical Implementation Report and Interim Financial Statements
- **03.06.2009**  
Submission of further documents





# REPORTING DOCUMENTS

## Submission deadlines

### VERY IMPORTANT

If the Interim Financial Statement from each partner

- will not be submitted,
- or will not be correct or formalized,

the whole consortium will be **jointly responsible** vis-a-vis the EC, which may apply **sanctions** and/or **suspend the project**.

- (Annex II.5 to the Contract) Contact => Scientific Coordinator (Günther Rautz)
- Contact=> Alexandra Troi the **Interim Financial Statement** by each beneficiary



## LINKS

- **Template IR:**  
[http://ec.europa.eu/energy/intelligent/implementation/reporting\\_en.htm](http://ec.europa.eu/energy/intelligent/implementation/reporting_en.htm)
- **Financial Statement Form:**  
[http://ec.europa.eu/energy/intelligent/implementation/financial\\_en.htm#statements](http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements)
- **Budget Transfer Forms:**  
[http://ec.europa.eu/energy/intelligent/implementation/financial\\_en.htm#statements](http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements)
- **Timesheet template:**  
[http://ec.europa.eu/energy/intelligent/implementation/financial\\_en.htm#statements](http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements)
- **Financial Guidelines (Call for proposals 2006, version 1.1 July 2007)**  
[http://ec.europa.eu/energy/intelligent/implementation/financial\\_en.htm#statements](http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements)
- **Guidance on indirect costs:**  
[http://ec.europa.eu/energy/intelligent/implementation/financial\\_en.htm#statements](http://ec.europa.eu/energy/intelligent/implementation/financial_en.htm#statements)



REVISED BUDGET ALLOCATION FORM A (PER PARTNER)

<b>Project Number &amp; Acronym:</b> EIE/XX/XXX/SI2.XXXXXX			
<b>Name of the beneficiary (CO or CB)</b>			
<b>Acronym of the beneficiary (CO or CB)</b>			
<b>Status:</b>	<b>Coordinator (CO)</b>	<input type="checkbox"/>	<b>Co-beneficiary (AB)</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Cost basis:</b>	<b>FC</b>	<input type="checkbox"/>	<b>FF</b> (max of 7%)
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Cost breakdown according to the Contract</b>		<b>New proposal for the cost breakdown</b>	
- Staff Costs		0,00	0,00
- Subcontracting		0,00	0,00
- Travel & subsistence		0,00	0,00
- Equipment		0,00	0,00
- Consumables & Supplies		0,00	0,00
- Other costs		0,00	0,00
- Indirect Eligible Costs		0,00	0,00
<b>TOTAL</b>		0,00	0,00
<b>EC contribution %</b>			
<b>REQUESTED CONTRIBUTION FROM EU</b>		0,00	0,00
<b>TRANSFER IN EURO AND %</b>		0,00	-
<b>Name of the person in charge of the project</b> (In the organisation of the beneficiary)			
<b>Signature of the person in charge of the project</b>			
<b>Date</b>			



REVISED BUDGET ALLOCATION FORM B									
To be used only when budget transfers take place between beneficiaries									
N°	STATUS (CO/CB)	ORGANISATION NAME	ACRONYM	ACCORDING TO THE AGREEMENT			NEW BUDGET ALLOCATION		
				TOTAL COST IN EURO	EC CONTRIB. IN EURO	EC Contribution %	TOTAL COST IN EURO	EC CONTRIB. IN EURO	EC Contribution %
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				<b>TOTAL</b>	0,00	0,00		0,00	0,00
CO= Beneficiary (Coordinator)				<b>On behalf of the consortium</b>					
CB= Co-beneficiary				<b>Name of the project coordinator:</b>					
				<b>Signature of the project coordinator:</b>					
				<b>Date:</b>					



## SECOND PRE-FINANCING

### art. 1.5 Grant Agreement

- The Agency has **45 days to approve or reject** the Interim Technical Implementation Report and Interim Financial Statements.
- **Provided that:**
  1. the report is approved
  2. **100 % of the first pre-financing payment has been used up**

EURAC	CRES	ISE	AEE INTEC	UNIBG	TECSOL
25.963,20	16.765,80	18.082,80	17.145,30	9.684,30	14.554,50
IKERLAN	ROTARTICA	CW	SorTech	Solution	SK GmbH
7.643,70	6.005,10	8.861,10	9.393,90	4.393,50	6.930,60

a second pre-financing payment shall be made to the coordinator



## SECOND PRE-FINANCING

### art. 1.5 Grant Agreement

- The total amount of first and second pre-financing shall represent 70 % of the maximum amount of the Grant.
- EURAC will distribute the respective share to every partner within 30 days of receipt of the fund (art. 1.3.1. Grant Agreement)



# Thank you for your attention

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