WP2 session: Reporting

ASSEMBLE Plus 2\textsuperscript{nd} GA, 10 Oct. 2018
Reporting: Who does what

1) Templates & Form C

COORDINATOR
WP LEADERS (for part B)

Partner 2
Partner 3
Partner N

2) Filled Templates & Form C

3) Revised & approved reports

Transmission to

1) Templates & Form C

2) Filled Templates & Form C

3) Revised & approved reports

Transmission to

COORDINATOR
WP LEADERS (for part B)

Project officer in Brussels
Reporting: Overview

- Reporting (Part A):
  - Summary for publication
  - Critical risks
  - Publications
  - Dissemination (funding spent on communication and dissemination activities, number of dissemination and communication activities linked to the project)
  - Patents
  - SME impact (turnover, number of employees)
  - Infrastructures (TA access provided)
  - Gender

- Technical report (Part B)

- Financial report (Form C)

Part A: continuous reporting that can be done any time during the reporting period. It is generated on the Grant Management system (Sygma) online.

Stand-alone part of the report (PDF) to be uploaded

Individual Financial Statement for each beneficiary and their third party(ies), WITH explanations of costs
Reporting: Contributors

• Contributions are expected from:
  o All partners
  o WP Leaders
  o Coordinator / Management Team
Reporting: timeline

DUE DATES

2 WEEKS AFTER
- Part A (com. & diss.) to be sent to CO
- Part A (others) to PM
- TA info to be sent to AO
- Part B to be sent to WP leaders

3 WEEKS AFTER
- WP leaders to send WP part B to PM
- Partners to fill their FormC

1 MONTH AFTER
- Coordinator to compile all the part B report received for PIC validation

PM and WP leaders to send reminder to all partners

End of RP

M17 M18

Reporting periods (RP):
M1-M18 (Oct. 2017-Mar. 2019); M19-M36; M37-M48

Validation by PIC

6 weeks after end of RP

EC Due Date

www.assembleplus.eu
Part A report

• Summary of publication
To be requested to WP leaders

• Critical risks
“It is the responsibility of each participant to inform the WP leader(s) and the Management Team about new potential risks”
D2.3 Risk Management Plan

• Publications, Dissemination, Patents, SME impact, Infrastructures, Gender
The templates provided match the EC request

Note: Participation to project workshop is NOT considered as communication and dissemination activities
Part B: Reporting process

Coordinator to provide financial report template and guidelines

Partners to write their parts and send them to the WP leader(s) and the AO for the TA WPs

WP leaders to compile and complete, and write the WP summary of activities for their WP

Coordinator to prepare the draft of the part B report

PM to upload report in the participant portal

PIC to review and validate the Part B report

Coordinator to add the overview and impact chapters
Part B report

• Overview of the progress of work towards the objectives of the project identified in Annex I

• Explain the differences between work expected to be carried out in accordance with Annex I and work actually carried out.

• Deal with the expected impacts and how the project contributed to them

• Include information to access provision (TA, VA)
Part B report: WP parts

- Summary of the WP activities (written by the respective WP leaders)

- Information to be given by ALL the partners having effort in the WP. WP leaders to combine all responses and ensure that all inputs were received
  - Tasks
    - Concise and easy-to-understand descriptions of WP activities for the reporting period
  - Use of resources
    - Succinct description of the use of resources. This section was designed to help identifying any deviation in the project.
  - Deviations from Annex 1 and Annex 2 (if applicable)
    - Explanation on why tasks were not fully implemented and/or not done on schedule (if applicable).
    - Information on the consequences on other tasks for non fully achieving these tasks and/or the delays, and how it could affect the objectives, with corrective actions and mitigation measures.
    - Explanation on any deviation of the use of resources compared to the planned use of resources (PM, budget) in Annex 1 and Annex 2
Form C: Reporting process

Coordinator to provide financial report template and guidelines

Beneficiaries to prepare the information for the financial report

Beneficiaries to fill out Form C directly in the participant portal

Coordinator to check Form C and ask adjustments if necessary

Form C received by EC

Beneficiaries to sign and validate Form C
Reporting: Overview of Costs Eligibility

• **Eligible costs**
  - Actual costs
  - Incurred **only during the duration of the project**
  - Related to objectives of the project
  - Economic, efficient and effective
  - Recorded in accounts of beneficiaries in accordance with their usual accounting rules

• **Non-eligible costs**
  - Identifiable indirect taxes including deductible VAT; Duties; Interest owed
  - Provisions for future losses or debt; exchanges losses; debt and debt service charges, excessive or reckless expenditure
Reporting: Cost eligibility

- Personnel costs: specify role and number of PM per WP

- Travels costs: each travel should be entered separately per WPs mentioning date (when), destination (where), purpose (name of the conference/workshop/meeting), number of people (who). Participation to conferences and their link to the project should be clearly explained.

⚠️ Travel costs declared for events not related to the project are non eligible and will be rejected by the EC

- Consumables: generic description of the type of consumables to be reported.

- Equipment: equipment bought or used. Please specify if the cost of the equipment is depreciated or not.

⚠️ Please note the depreciation of equipment are eligible costs as long as they are used exclusively for ASSEMBLE Plus project. If not, the depreciation of the equipment should be in proportion to their exclusive use for the project.

- Other costs (remaining costs not covered by the other cost items): give a small description.
Cost statements:

Pitfalls (1)

• Provide a clear concise and accurate explanation to all costs.
  o If foreseen costs, specify the reference to the Descriptive of Action (Annex 1)
  o If unforeseen costs, provide a detailed explanation:
    ▪ mount per item,
    ▪ nature of item,
    ▪ description,
    ▪ project relevance

• Keep financial (receipt, invoice) and non financial supporting documents (signed attendance sheet, event agenda, minutes, boarding pass, ticket, etc.)
Cost statements: *Pitfalls* (2)

• WP1 Ethics

No budget for this WP that was added by the EC. Do not declare activity in it.

• WP2 Management and Communication

Coordinator and AquaTT have budget for WP2. For other partners only audit costs in it (when applicable)

**Note:** Partners attend management meetings (PIC, GA) as a representatives of WPs in which they are involved. So, they can allocate these MGT expenses to those WPs (except TNA WP) as they see fit.
Cost statements: Pitfalls (3)

• WP3-NA1: Improving TA access
  Travel and subsistence costs for TA users to be declared under this WP3 and **NOT in the TA WP**

• TA WPs (WP12 to WP33)
  TA WP do NOT support travel costs neither for users nor project participants. **Only declare access costs in the TA WPs!**
Reporting: Instructions

• Instruction on the reporting processes (guidelines, templates), and timeline to be sent by the Management Team

• Form C of Beneficiaries must include their third party(ies)
Interim reporting activities planned

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Note: The interim reports could be reconsidered according to how smoothly the first ones went
Thank You

Contact Details:
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WISHING YOU ALL A GOOD 2ND GA

@ASSEMBLE_Plus