

ASSEMBLE



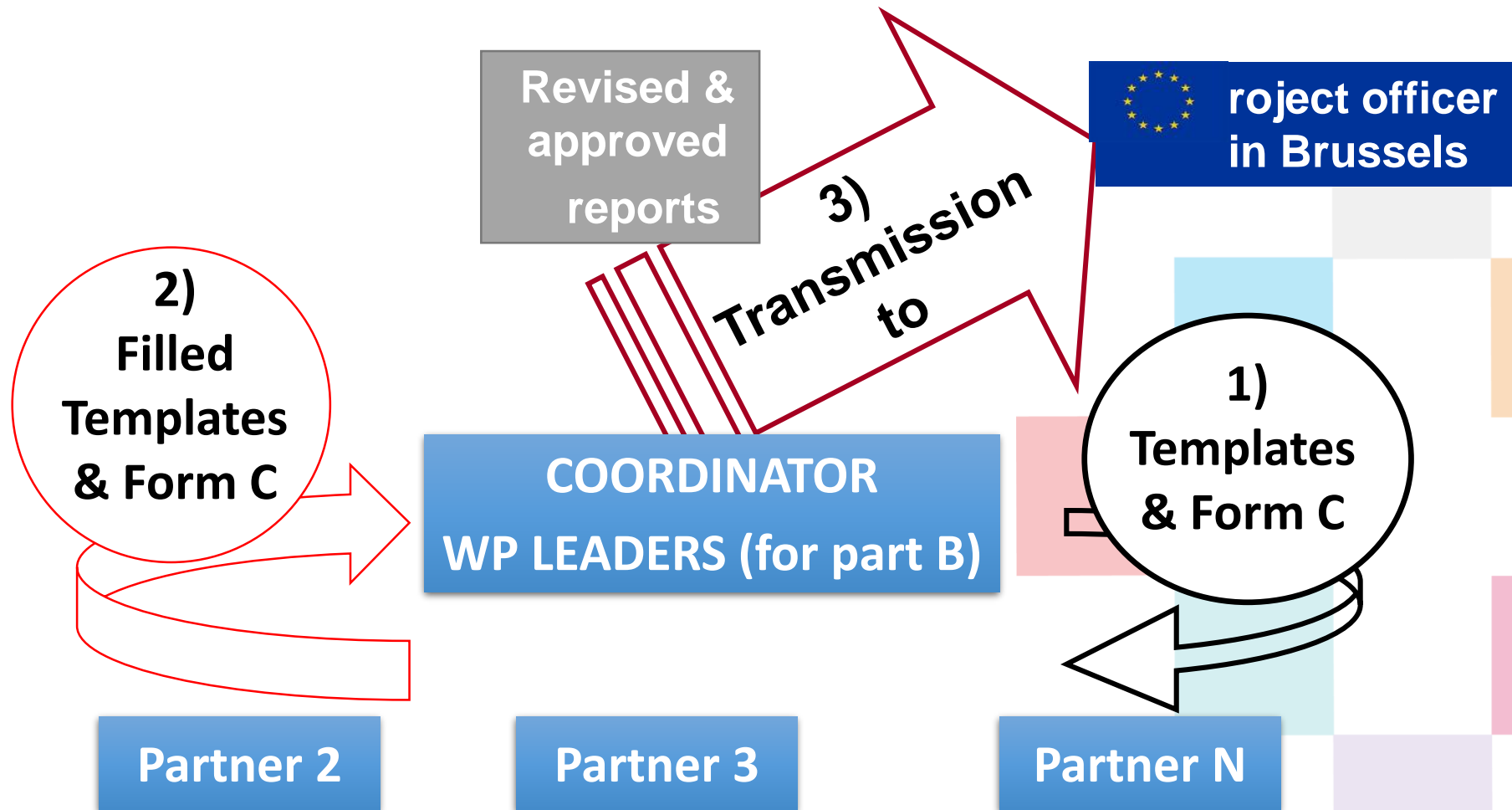
ASSOCIATION OF EUROPEAN MARINE BIOLOGICAL LABORATORIES EXPANDED

WP2 session: Reporting

ASSEMBLE Plus 2nd GA, 10 Oct. 2018



Reporting: Who does what



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

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

- **Technical report (Part B)** ➡

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

- **Financial report (Form C)** ➡

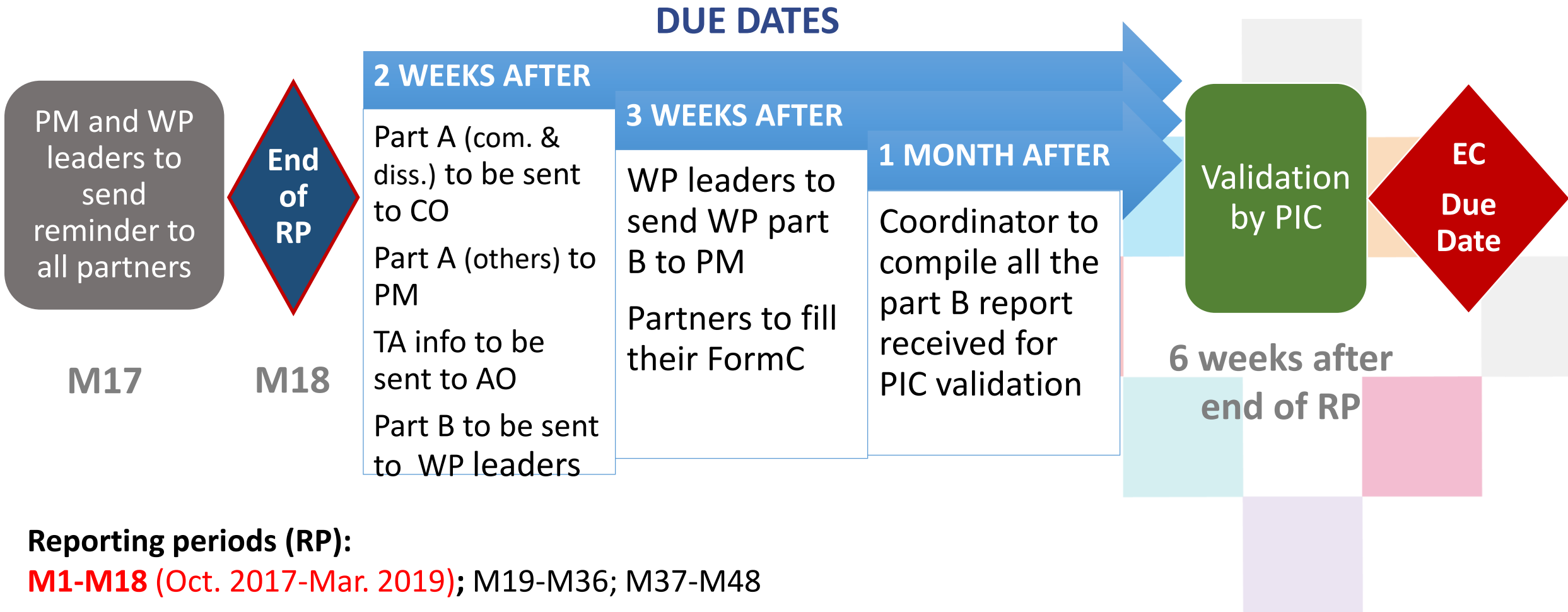
Individual Financial Statement for *each beneficiary and their third party(ies)*, WITH explanations of costs

Reporting: Contributors

- Contributions are expected from:
 - All partners
 - WP Leaders
 - Coordinator / Management Team



Reporting: timeline



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”

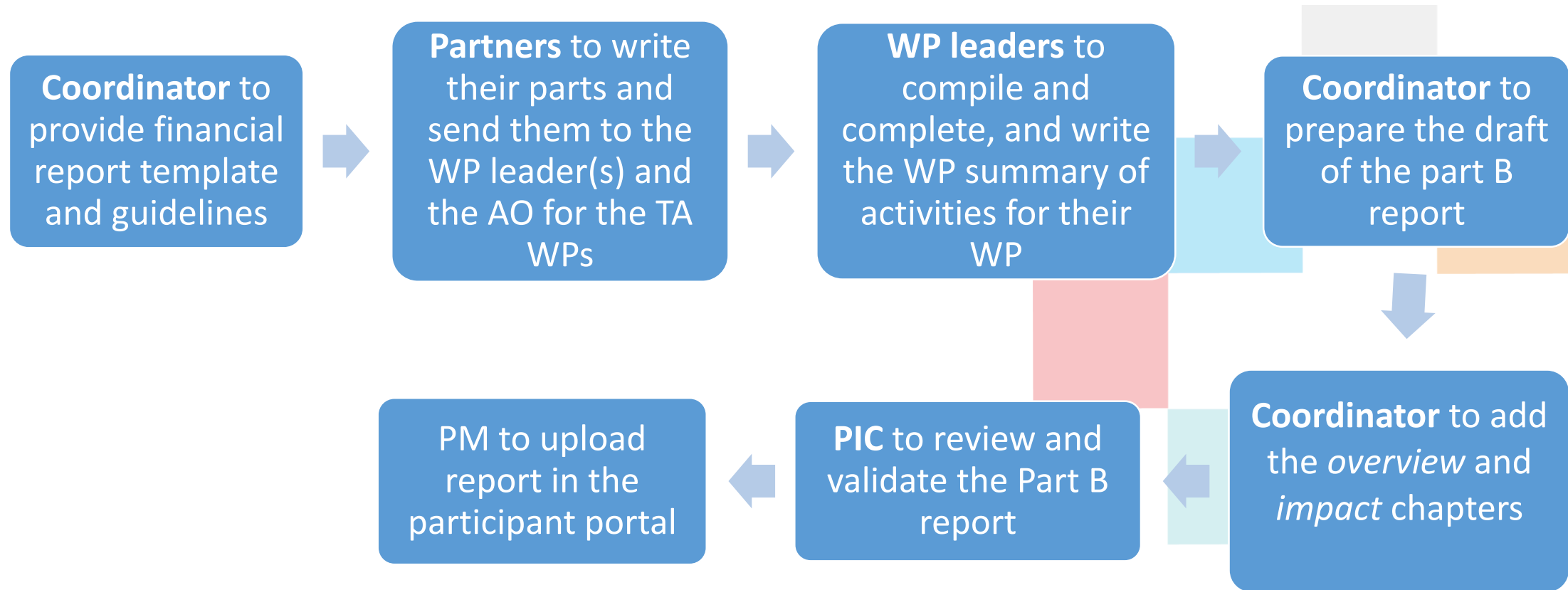
D2.3 Risk Management Plan

- 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



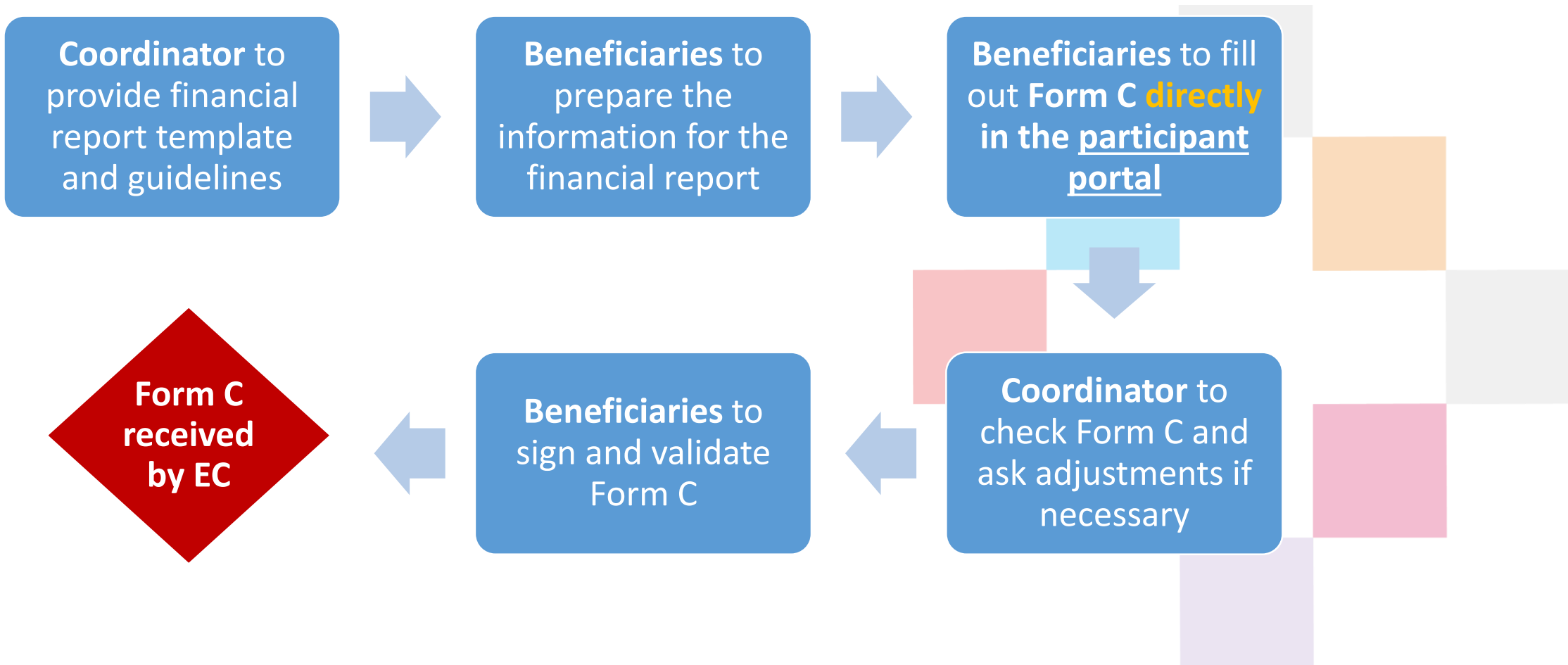
Part B report

- 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



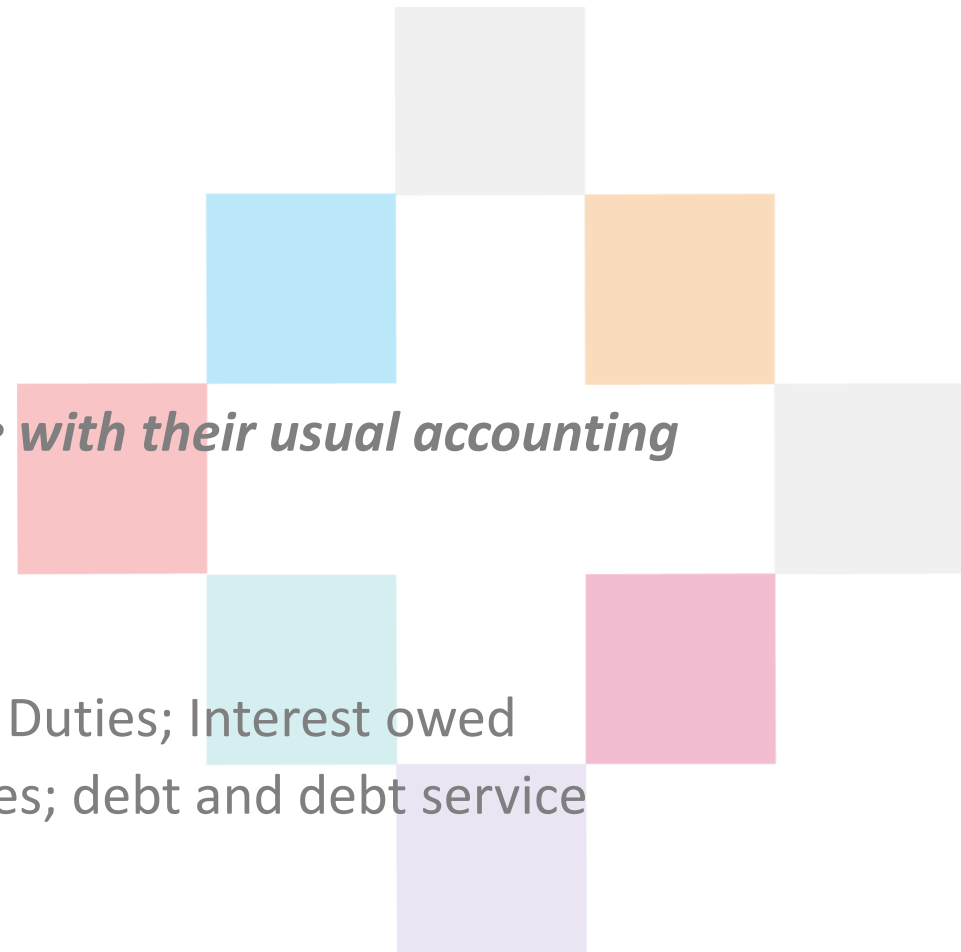
Reporting: Overview of Costs Eligibility

- **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.
 - If foreseen costs, specify the reference to the Descriptive of Action (Annex 1)
 - 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

	Interim report	Periodic report with cost statements	Review meeting
Period 1 (M1-M12)	following M6	following M12	following M12
Period 2 (M13-M24)	following M18	following M24	following M24
Period 3 (M25-M36)	following M30	following M36	following M36
Period 4 (M37-M48)	following M42	final report with cost statements following M42	final review meeting report M48

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

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Thank You

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WISHING YOU ALL A GOOD 2ND GA

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