

2nd IST Coordinators Day on Project Management

Project reports and reviews in FP6

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Periodic reporting

- At the end of each reporting period
 1. Periodic activity report (*overview of progress*)
 2. Periodic management report (*financial data*)
 3. Periodic report on the distribution of the Community contribution between contractors
 4. Plan for next 18 months (*IPs and NoEs only*)
For the first reporting, this covers months 13-30
 5. Supplementary reports

Periodic reporting (*cont*)

- At the end of the 1st reporting period only
 6. Interim Science & Society questionnaire (*all*)
 7. Interim questionnaire on the implementation of the Gender Action Plan (*IPs and NoEs only*)
 8. Interim questionnaire on Workforce statistics (*all except IPs and NoEs*)
 9. Interim Socio-economic questionnaire (*all*)
- As specified in Annex I
 10. Interim activity reports
 11. Deliverables

Activity report

- Publishable executive summary (*free layout*)
- Section 1 – Project objectives and major achievements
- Section 2 – Workpackage progress
- Section 3 – Consortium management
- Section 4 – Other issues
- Annex – Plan for using and disseminating the knowledge (*stand-alone part of the report*)

Management report

Section 1 – Justification of resources and major costs

- Justification of major cost items such as important equipment purchases, large consumable items, etc
- Overview of budgeted vs actual costs
 - Budgeted vs actual costs by contractor and by major cost item
 - *AC contractors must indicate all their costs incurred for the period (not just the additional eligible costs reported in Form C)*
- Overview of budgeted vs actual person-months
 - Budgeted vs actual person-months by contractor and by WP
 - *AC contractors must also provide the permanent staff*

Management report (*cont*)

- Section 2 – Form C : Individual financial statement
(*plus audit certificate, if required*)
- Section 3 – Summary financial report

Submission

- Within 45 days from the end of the reporting period
 - For final activity and management reports may be extended to 90 days, if requested
 - For the final report on the distribution of the Community contribution 60 days after receipt of final payment

Submission (*cont*)

- All reports (incl Form C) and deliverables must be submitted both on paper (1 copy) and electronically
 - *Exception: for audit certificates only a paper copy is requested*
 - *Signatures (when needed) only on paper copy*
- Delivery date: time of arrival of the paper version of the complete set of reports

Project reporting guidelines

- Reporting guidelines (current version of October 2004) available at:

<http://www.cordis.lu/fp6/find-doc.htm#reporting>

- Electronic Form C available on CORDIS. Coordinators are requested to use it.
- Questionnaires
The on-line tool (called SESAM) currently being completed. If not ready in time for the first periodic reporting, consortia are not required to complete the questionnaires

Project reviews

Principles

- Definition: Assessment of project reports and deliverables by the Commission at the end of a reporting period, with the assistance of independent experts (reviewers), if needed

Independent reviewers mandatory for the reviews of IPs & NoEs

- The Commission undertakes to evaluate project reports and deliverables within 45 days of receipt

Periodic activity reports are deemed to be approved tacitly within 90 days of receipt, if no comments, changes, or corrections are required

Principles

- Approval of any report does not imply exemption from any audit

The Commission may, at any time during the contract and up to five years after the end of the project, arrange for audits, including subcontractors and third parties

- The contractors may refuse one or several outside reviewers or auditors on grounds of commercial confidentiality
- The Commission is not obliged to accept or follow the conclusions or recommendations of the independent experts

Subject of reviews

- Fulfilment of workplan / deliverables / objectives
- Plan for next period (*18 months for IPs and NoEs*)
- Plan for using and disseminating the knowledge
- Management
- Necessity of resources
- Economy and necessity of costs
- Continued relevance

Economy of costs

- The audit certificate certifies that costs are actual
- The necessity of costs is assessed by the review
- The economy of costs is assessed
 - partly by the auditors (costs reflect the contractor's economic environment), and
 - partly by the review (output corresponds to input in terms of personnel costs and major cost items, and whether resources and major cost items were economically deployed)

Review material

- Activity report
- Management report : Section 1 - Justification
- Deliverables
- Plan for next period (18 months for IPs and NoEs)
- Annex I – Description of work

The review should take place when all periodic reports and deliverables have been received by the Commission (incl financial forms)

Possible review outcomes

- Satisfactory performance
 - Approval of reports and deliverables and continuation of the project (*with minor modifications, if any*)

Possible review outcomes

- Unsatisfactory performance
 - Reject reports and deliverables and request completion of the work foreseen in Annex I or additional work within a reasonable delay; reports and deliverables shall be re-submitted
 - Approve reports and deliverables subject to re-negotiation of the work for the next period (could be combined with a suspension of the project)
 - Termination

Failure of annual review for NoEs

- If an NoE fails an annual review, instead of terminating the contract immediately, the Commission may propose to the consortium to
 - continue for 1 year w/o further pre-financing and without finalisation of the payment for the previous period, subject to a new review at the end of the year

Plan for next 18 months

- IPs and NoEs: As soon as the plan for the next 18 months (incl a new budget table) is approved by the Commission, the coordinator must submit in writing a request for amendment in order to update Annex I
 - When approved, the plan will be effective retroactively from the first day of the next reporting period
 - However, during the time lapse between the end of the reporting period and the approval of the amendment request, the existing contract and its annexes will apply

Payment

- If the review outcome is positive and the Commission approves all reports and deliverables, payment shall be made within 45 days after approval, and in any case within 90 days of receipt of the reports and deliverables.

Timing

