

## 1. Project management

### Major management issues

In the first year, it was already proposed to reorient the project more generally towards a science data infrastructure. This was agreed with the Project Officer and reviewers, and further recommendations were made at the first review meeting in June 2009, including that the project should be extended by several months to manage risks. Accordingly the Description of Work was revised, submitted to the EC in February 2010 and formally accepted.

### Project meetings

Project plenary meetings took place on the following dates:

Frascati, 16–17 March 2009  
Abingdon, 26–27 January 2010

Of course project management matters were also discussed at the review meeting in June 2009 and the workshop and symposium mentioned above.

### Formalities

There have been no changes in the composition of the consortium or the legal status of any beneficiaries.

The Consortium Agreement was agreed and signed by all partners in September 2009.

### Effort spent in management work package

Table of person-months per partner compared with DoW (total for whole project)

	Beneficiary	Person-months spent in first year	Person-months spent in second year plus extension	Total person- months in WP from DoW
1	STFC	1.7	3.1	6
2	KB	1.0	2.1	1
3	DNB	0.6	0.5	0.5
4	MPG	1.6	1.0	0.5
5	STM	0.6	0.8	0.5
6	ESA	0.9	0.1	1
7	FUH	0.3	0.7	1
8	CERN	0.3	0.3	1
9	UGOE	0.6	0.0	0.5

## 2. Explanation of the use of the resources

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 (STFC) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 6, 7	Personnel costs	104,877 €	Esther Conway (9 pm) and Simon Lambert (10 pm) and other effort contributed by David Giarretta
	Subcontracting	—	
	Costs of final workshop in Paris	5,068 €	The final workshop in Paris was organised by STFC
	Costs of WP6 workshops for working with certification group with invited speakers	7,401 €	STFC paid for travel and accommodation for invited attendees at workshops. This is a rounded figure
	Remaining direct costs	28,613 €	Travel and other organisational costs: <ul style="list-style-type: none"> <li>• 16-17 March 2009: plenary meeting, Frascati</li> <li>• 2 June 2009: project review, Brussels</li> <li>• 21-22 Sept 2009: workshop in Darmstadt</li> <li>• 26-27 Jan 2010: plenary meeting, Abingdon</li> <li>• 25 June 2010: final symposium, Paris</li> </ul>
<u>TOTAL DIRECT COSTS</u> <sup>[1]</sup>		145,959 €	

**TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 (KB) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 7	Personnel costs	78,496 €	Jeffrey van der Hoeven (8.3 PM) and Tom Kuipers (8.5 PM)
	Subcontracting	17,632 €	Thaesis (external company) was used to help to complete the final version of the Insight report (D3.6), as noted under "Authors" in that report; This was necessary because of the extension of the project – Kuiper's contract came to an end and since it was not possible to employ someone for a few months sub-contracting was necessary.
3	Survey hosting platform	204 €	
1, 2, 3, 7	Remaining direct costs	3,529 €	Travel costs to same meetings as for STFC
TOTAL DIRECT COSTS <sup>4</sup>		99861 €	

**TABLE 3.3 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 3 (DNB) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 2, 3,4	Personnel costs	32,810 €	Sabine Schrimpf (2.6 pm), Mrs Oster (3.8 pm), Mr Bergmann 1.7 pm)
	Subcontracting	—	
	Remaining direct costs	1,150 €	Travel costs to meetings as for STFC
TOTAL DIRECT COSTS <sup>4</sup>		33,960 €	

**TABLE 3.4 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 4 (MPG) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1,3,7	Personnel costs	57,438 €	Wolfgang Voges 5pm Beate Sturm 7pm The work was divided between MPG and UGOE and the project worker is employed by UGOE so the costs appear there.
	Subcontracting		
1,3,7	Remaining direct costs	4,861 €	Travel costs – same meetings as for STFC plus Meetings with library organisations in Frankfurt, Den Haag, Garching/München, Erfurt and Berlin
TOTAL DIRECT COSTS <sup>4</sup>		62,299 €	

MPG had to make an adjustment for period 1, because they didn't charge the indirect costs in the first period. By comparing the documents, for period 1 and adjustment for period 1, One can see the cost claimed in the first statement didn't change at all, we only had to add the indirect costs we forgot before.

**TABLE 3.5 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 5 (STM) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 7	Personnel costs	22,910 €	Personnel cost of part time staff involved - Eefke Smit (3.8 pm)
	Subcontracting		
	Remaining direct costs	262 €	Travel costs – these are minimal because, of the meetings listed under STFC, one was missed and others were either local or could be combined with other meetings.
TOTAL DIRECT COSTS <sup>4</sup>		23,172 €	

**TABLE 3.6 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 6 (ESA) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 3, 4, 6, 7	Personnel costs	110,477 €	Salaries of 2 ESA Staff, 1 Research Fellow and 2 Contractors totalling 6 pm
	Subcontracting		
	Remaining direct costs	5,138 €	Travel costs – same meetings as STFC
TOTAL DIRECT COSTS <sup>4</sup>		115,615 €	

**TABLE 3.7 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 7 (FUH) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 7	Personnel costs	101,541 €	Werkmann (14 pm) Gomm (7 pm) Luecke (3 pm) Ammon (0.6 pm)
	Subcontracting	24,667 €	<p>Costs for workshop organisation. This was originally planned to be undertaken by KB. However following the extension of the project and the required change of date in the final project workshop, this was not possible for KB. The funding was therefore transferred to FUH. This funding was used by FUH to organise the workshop which was to be held in premises outside FUH. Therefore a subcontract was necessary.</p> <p>After consultation with the FUH EC office, some cost items have now been shifted to subcontracting: For securing the hosting environment of the interactive map after the project's end a corresponding subcontract (duration 2 years) was issued with h.da. The full invoice for the workshop organization is now filled in subcontracting, the same holds true for the rent for the workshop venue. A gap analysis workshop was organized in Seeheim, its costs are now also claimed as subcontracting. The above subcontracting was discussed with and agreed upon by the coordinator, the corresponding costs were erroneously declared as direct other costs by FUH administration. The overall costs are identical to the ones previously claimed; only the claimed budgets have been corrected.</p>
	Remaining direct costs	13,757 €	Travel costs (13 K€) plus costs for material and others costs (Participation in IUK NRW Trade Fair, dissemination material, ...).
TOTAL DIRECT COSTS <sup>4</sup>		139,965 €	



**TABLE 3.8 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 8 (CERN) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
1, 2, 3, 7	Personnel costs	161,696 €	Salvatore Mele (CERN staff) 3pm Andre Holzner (CERN post doc) 5pm Suenje Dallmeier-Tiessen (CERN post doc) 1.5 pm Peter.Igo-Kemenes (CERN associate) 15 pm
	Subcontracting		
	HEP Workshop on digital preservation and long term analysis in Stanford, and associated report	14, 712 €	This workshop was described in the DoW
	Remaining direct costs	6,917 €	Travel costs – same meetings as STFC plus additional HEP specific meetings
TOTAL DIRECT COSTS <sup>4</sup>		183,325 €	

CERN's adjustment to P1 has 2 reasons:

- a) the correction on the hourly rate calculation for one staff member (impact: -213 EUR, -13 EUR of indirect costs)
- b) the reallocation of 8,064.00 EUR to Personnel costs, wrongly declared as other direct costs on P1 (impact: 0 EUR)

**TABLE 3.9 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 9 (UGOE) FOR THE PERIOD**

Work Package	Item description	Amount	Explanations
3, 7	Personnel costs	13,158 €	Salary for one postdoctoral research fellow (100 percent) for ten month; salary for two members of a research staff (each 25 percent), each for 4.5 month
	Subcontracting		
3, 7	Remaining direct costs	5,562 €	Travel costs for the members of a research staff mentioned above, other direct costs
TOTAL DIRECT COSTS <sup>4</sup>		18,720 €	

[1\[1\] Total direct costs have to be coherent with the directs costs claimed in Form C](#)

### **3. Financial statements – Form C and Summary financial report**

Please submit a separate financial statement from each beneficiary (if Special Clause 10 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C (Annex VI) by each beneficiary.

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

#### **IMPORTANT:**

Form C varies with the funding scheme used. Please make sure that you use the correct form corresponding to your project. Templates for Form C are provided in Annex VI of the Grant Agreement. An example for collaborative projects is enclosed hereafter. A Web-based online tool for completing and submitting the forms C is under preparation. If you have to submit forms C before the tool becomes available, please ask your Commission project officer for an Excel version of the form.

If some beneficiaries in security research have two different rates of funding (part of the funding may reach 75% in reference with Article 33.1 of the EC rules for participation - REGULATION (EC) No 1906/2006) then two separate financial statements should be filled by the concerned beneficiaries and two lines should be entered for these beneficiaries in the summary financial report.

#### 4. Certificates

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement.

<b>Beneficiary</b>	<b>Organisation short name</b>	<b>Certificate on the financial statements provided? yes / no</b>	<b>Any useful comment, in particular if a certificate is not provided</b>
1	STFC	No	
2	KB	No	
3	DNB	No	
4	MPG	No	
5	STM	No	
6	ESA	No	
7	FUH	No	
8	CERN	No	
9	UGOE	No	

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by post).