



SeaDataCloud

Recommendations for the 2nd report
to EC

M. Fichaut - IFREMER

Third annual meeting, Brest, France - 17 - 18 October 2019
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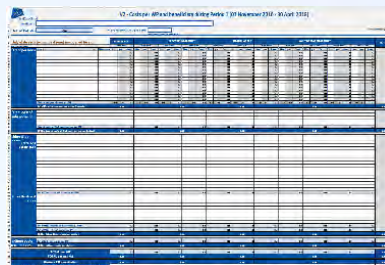
2nd report to EC – last 18 months

- Reporting period: 01/05/2018 - 30/10/2019
- Report due on 31/12/2019
- 3 parts in the report
 - Tables extracted from the continuous reporting on EC-Participant portal (EC-PP) (***Coordinator + WP4 leader***)
 - Deliverables , Milestones, Critical risks, Publications, Dissemination, Gender....
 - Financial reporting on EC-PP (***All partners***)
 - Technical reporting on a separate PDF document uploaded on EC-PP (***WP and tasks leaders + coordinators***)



2nd report to EC – Financial report

Project office

Partners



PO checks :

2

- Completeness of information
- Cost allocations (right WP)
- Cost eligibility
- Enough details given for travels and other direct costs
- Over or underspending

2

Excel file validated by PO

No

Yes

3

Input numbers in the EC-PP

No

4

EC-PP numbers validated by PO

Yes

5

Submission by FSign

6

Final submission by PO

Same procedure than for the 1st report

PO checks : 4

- Same numbers than in the Excel file (for costs and Use of resources)
- if Other direct costs > 15% Total personnel costs → details must be given

2nd report to EC – Financial report - Adjustments

- For the 2nd report, possibility to make **adjustments** on the 1st period for
 - Travel costs related to the 1st period but not reported because necessary supporting document were missing
 - Person/month if some of them were not validated at the end of the 1st reporting period
 - Sub-contracts
 - Other goods and services
 - **Hourly rate adjustments are not permitted** (this was possible in FP7, but not in H2020)
- **Adjustment must be reported in a different sheet of the excel file, each data centre will one excel file with 2 different sheets**



Report to EC – Financial report

- Excel file for reporting → very useful also to make the global synthesis

[illegible]

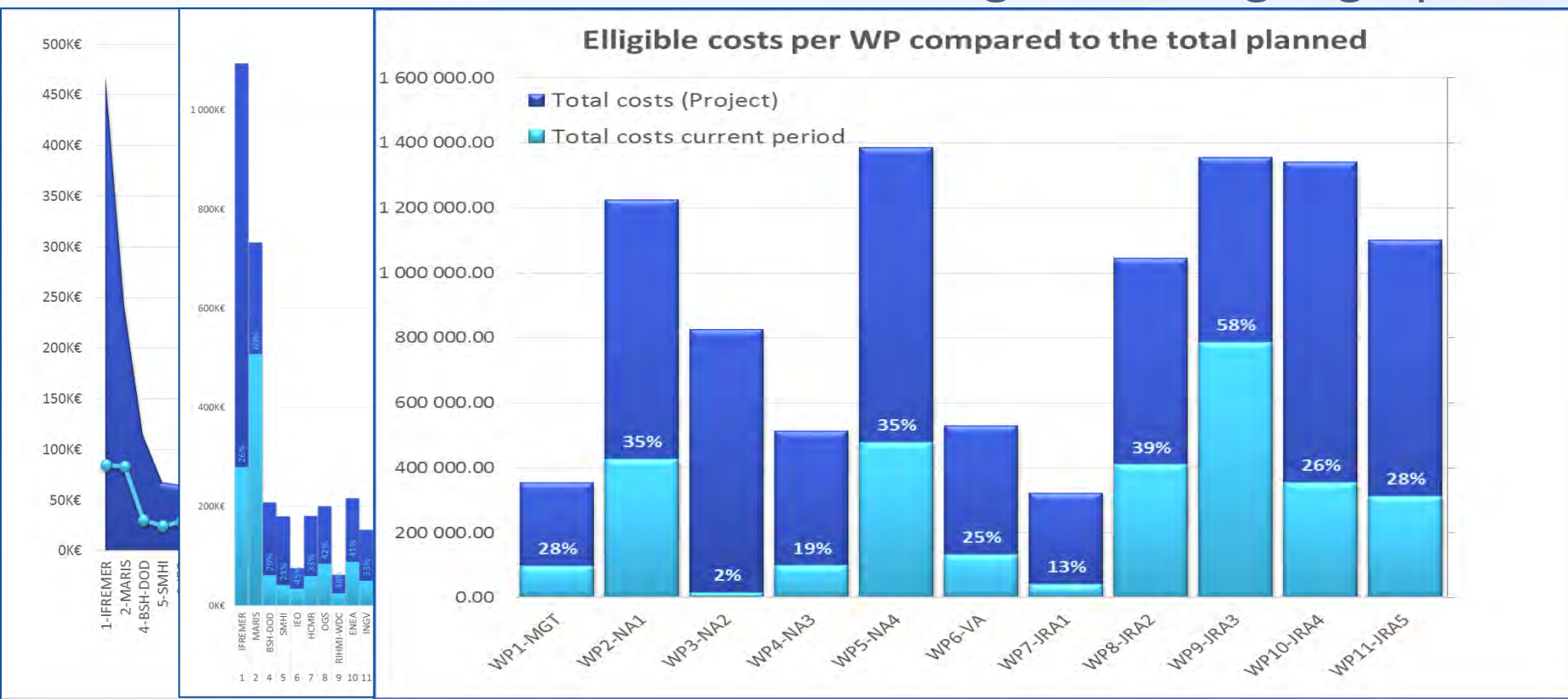
Report to EC – Financial resources (1)

- Excel file for reporting → imported into a consolidation file → for checks an comparison with total budget

				Sélection(doubleclic)		JRA WP7_ %	JRA WP8_Pri	JRA WP8_Cur	JRA WP8_ %	JRA WP9_Pri	JRA WP9_Cur	JRA WP9_ %	JRA WP10_Pri	JRA WP10_Cur	JRA WP10_ %	JRA WP11_Pri	JRA WP11_Cur	JRA WP11_ %	TOTAL_Pri	TOTAL_Cur	TOTAL_ %		
		Annuler Masquage lig/col (double-clic)		JOINT RESEARCH ACTIVITY													TOTAL						
				WP8-JRA2			WP9-JRA3			WP10-JRA4			WP11-JRA5										
SELECTION (doubleclic)	No	Partners	COSTS	(3) = % (2/1)	(1) Total costs (Project)	(2) Total costs current period	(3) = % (2/1)	(1) Total costs (Project)	(2) Total costs current period	(3) = % (2/1)	(1) Total costs (Project)	(2) Total costs current period	(3) = % (2/1)	(1) Total costs (Project)	(2) Total costs current period	(3) = % (2/1)	(1) Total costs (Project)	(2) Total costs current period	(3) = % (2/1)	Requested EU contribution	15%Check Other direct Cost		
1-IFR_DPC	1	IFREMER	Direct personnel costs	0.55%	33 000.00	6 974.08	21.13%	72 000.00	28 643.62	39.78%	40 500.00	13 560.34	33.48%	81 000.00	29 939.23	36.96%	584 250.00	189 318.54	32.40%		28 397.78		
1-IFR_SBC			Direct cost of subcontracting		34 000.00													165 000.00	7 600.00	4.61%			
1-IFR_ODC			Other direct costs		2 000.00	45.75	2.29%	2 000.00	5 226.30	261.32%	2 000.00	581.39	29.07%	2 000.00	2 572.52	128.63%	158 300.00	28 087.26	17.74%				
1-IFR_IDC			Indirect costs	0.44%	8 750.00	1 754.96	20.06%	18 500.00	8 467.48	45.77%	10 625.00	3 535.43	33.27%	20 750.00	8 127.94	39.17%	185 637.50	54 351.45	29.28%				
1-IFR_TTC			Total Cost	0.44%	77 750.00	8 774.79	11.29%	92 500.00	42 337.40	45.77%	53 125.00	17 677.16	33.27%	103 750.00	40 639.69	39.17%	1 093 187.50	279 357.25	25.55%	279 357.25			
1-MAR_DPC	2	MARIS	Direct personnel costs		39 500.00	62 927.37	159.31%	62 000.00	169 023.96	272.62%	31 000.00	26 474.60	85.40%		10 096.22		485 750.00	373 325.73	76.86%		55 998.86		
1-MAR_SBC			Direct cost of subcontracting		80 000.00	16 000.00	20.00%										80 000.00	16 000.00	20.00%				
1-MAR_ODC			Other direct costs		2 000.00	562.25	28.11%	2 000.00	5 492.77	274.64%	2 000.00	3 273.19	163.66%				36 300.00	19 222.77	52.96%				
2-MAR_IDC			Indirect costs		10 375.00	15 872.41	152.99%	16 000.00	43 629.18	272.68%	8 250.00	7 436.95	90.14%		2 524.06		130 512.50	98 137.13	75.19%				
2-MAR_TTC			Total Cost		131 875.00	95 362.03	72.31%	80 000.00	218 145.91	272.68%	41 250.00	37 184.74	90.14%		12 620.28		732 562.50	506 685.63	69.17%	506 685.63			
3-NER_DPC	3		Direct personnel costs																				
3-NER_SBC			Direct cost of subcontracting																				
3-NER_ODC			Other direct costs																				
3-NER_IDC			Indirect costs																				
3-NER_TTC			Total Cost																				
4-BSH_DPC	4	BSH-DOD	Direct personnel costs		13 700.00	4 636.02	33.84%	6 000.00	2 841.50	47.36%	6 850.00	2 829.48	41.31%	12 000.00	4 005.86	33.38%	144 350.00	45 978.68	31.85%		6 896.80		
4-BSH_SBC			Direct cost of subcontracting																				
4-BSH_ODC			Other direct costs		2 000.00	1 246.97	62.35%	2 000.00			2 000.00							21 800.00	2 534.85	11.63%			
4-BSH_IDC			Indirect costs		3 925.00	1 470.75	37.47%	2 000.00	710.38	35.52%	2 212.50	707.37	31.97%	3 000.00	1 001.47	33.38%	41 537.50	12 128.38	29.20%				
4-BSH_TTC			Total Cost		19 625.00	7 353.74	37.47%	10 000.00	3 551.88	35.52%	11 062.50	3 536.85	31.97%	15 000.00	5 007.33	33.38%	207 687.50	60 641.91	29.20%	60 641.91			
5-SMH_DPC	5	SMHI	Direct personnel costs		6 500.00	360.15	5.54%	6 500.00	1 681.84	25.87%	6 500.00	324.14	4.99%	62 000.00	8 470.54	13.66%	120 000.00	26 431.99	22.03%		3 964.71		
5-SMH_SBC			Direct cost of subcontracting																				
5-SMH_ODC			Other direct costs		2 000.00	100.19	5.01%	2 000.00			2 000.00				2 000.00	2 643.43	132.17%	23 800.00	6 609.35	27.77%	Details needed		
5-SMH_IDC			Indirect costs		2 125.00	115.09	5.42%	2 125.00	420.46	19.79%	2 125.00	81.03	3.81%	16 000.00	2 778.49	17.37%	35 950.00	8 260.19	22.98%				
5-SMH_TTC			Total Cost		10 625.00	575.43	5.42%	10 625.00	2 102.29	19.79%	10 625.00	405.17	3.81%	80 000.00	13 892.46	17.37%	179 750.00	41 300.93	22.98%	41 300.93			
6-IEO_DPC	6	IEO	Direct personnel costs											8 200.00	3 704.10	45.17%	48 250.00	22 715.10	47.08%		3 407.27		
6-IEO_SBC			Direct cost of subcontracting																				
6-IEO_ODC			Other direct costs															11 800.00	4 175.16	35.38%	Details needed		
6-IEO_IDC			Indirect costs												2 050.00	926.03	45.17%	15 012.50	6 722.57	44.78%			
6-IEO_TTC			Total Cost												10 250.00	4 630.13	45.17%	75 062.50	33 612.83	44.78%	33 612.83		
7-HCMR_DPC	7	HCMR-HNOD	Direct personnel costs		39 600.00	16 495.95	41.66%	3 300.00	628.65	19.05%	3 300.00	368.57	11.17%		5 600.00	484.31	8.65%	116 700.00	42 863.14	36.73%		6 429.47	
7-HCMR_SBC			Direct cost of subcontracting																				
7-HCMR_ODC			Other direct costs		2 000.00			2 000.00			2 000.00							27 800.00	4 173.00	15.01%			
7-HCMR_IDC			Indirect costs		10 400.00	4 123.99	39.65%	1 325.00	157.16	11.86%	1 325.00	92.14	6.95%	1 400.00	121.08	8.65%	36 125.00	11 759.04	32.55%				
7-HCMR_TTC			Total Cost		52 000.00	20 619.93	39.65%	6 625.00	785.81	11.86%	6 625.00	460.71	6.95%	7 000.00	605.39	8.65%	180 625.00	58 795.18	32.55%	58 795.18			
8-OGS_DPC	8	OGS	Direct personnel costs		12 900.00	6 671.19	51.71%	9 200.00	3 778.20	41.07%	4 600.00	1 512.87	32.89%	7 400.00	3 277.81	44.29%	112 500.00	54 923.74	48.82%		8 238.56		
8-OGS_SBC			Direct cost of subcontracting															31 000.00	7 600.00	24.52%			
8-OGS_ODC			Other direct costs		2 000.00	1 434.13	71.71%	2 000.00			2 000.00							22 800.00	5 638.90	24.73%			
8-OGS_IDC			Indirect costs		3 725.00	2 026.33	54.40%	2 800.00	944.55	33.73%	1 650.00	378.22	22.92%	1 850.00	819.45	44.29%	33 825.00	15 140.66	44.76%				
8-OGS_TTC			Total Cost		18 625.00	10 131.65	54.40%	14 000.00	4 722.75	33.73%	8 250.00	1 891.09	22.92%	9 250.00	4 092.26	44.29%	200 125.00	83 303.30	41.63%	83 303.30			
9-RIH_DPC			Direct personnel costs		3 600.00	2 000.00	55.56%	3 600.00	1 600.00	44.44%	3 600.00	750.00	20.83%	5 000.00	4 500.00	90.00%	31 600.00	16 950.00	53.64%		2 542.50		

Report to EC – Financial resources (2)

- Excel file for reporting → imported into a consolidation file → for automatic creation of global budget graphs

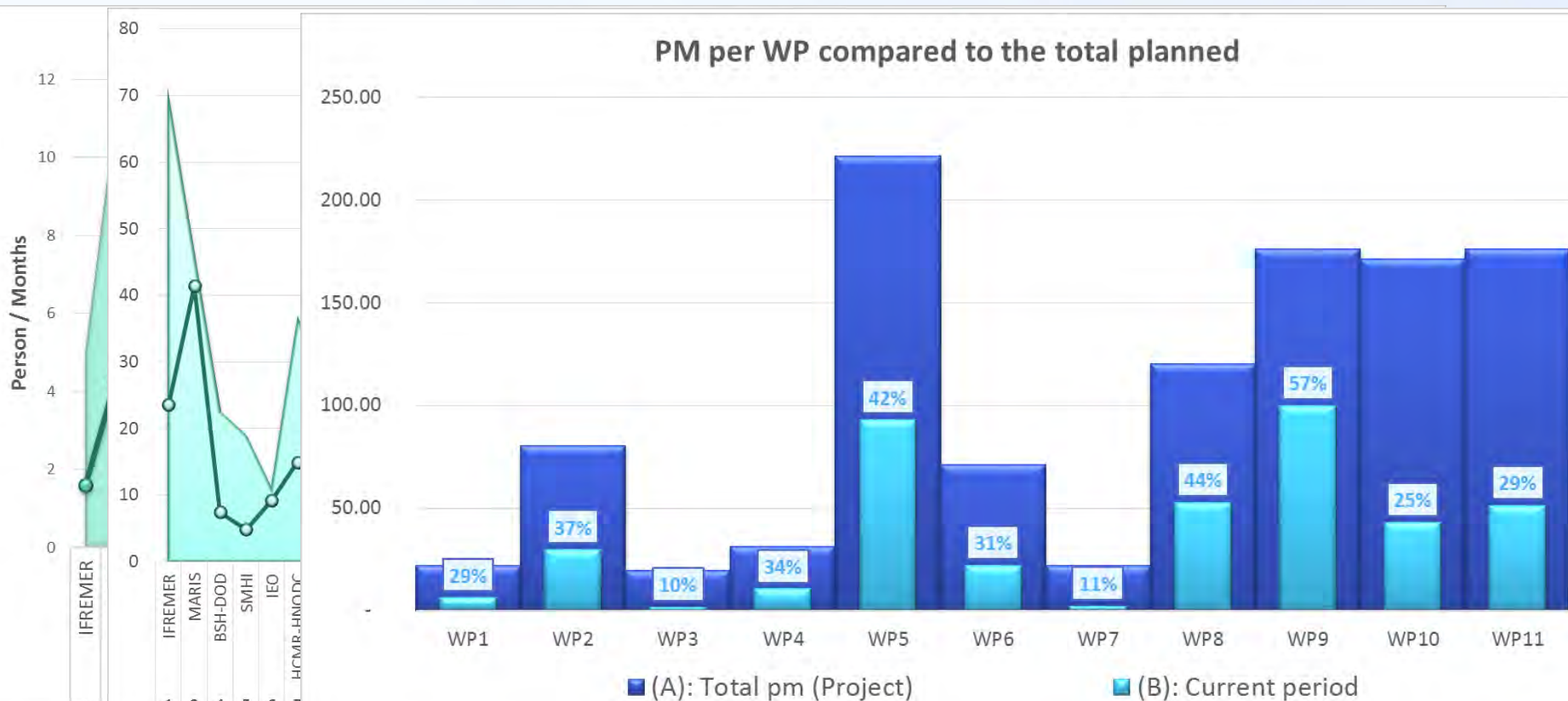


- Excel file for reporting → imported into a consolidation file → for checks and comparison with total P/M

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Report to EC – Staff resources (2)

- Excel file for reporting → imported into a consolidation file → for automatic generation of global PM graphs





TIPs for reporting (1)

- Be as close as possible to what is defined in the Grant Agreement in terms of man/months per Work Package (WP)
- Involvement of partners per WP is well described in the GA and on the web site:
 - <https://www.seadatanet.org/About-us/SeaDataCloud/Activities/Partners-Work-Packages>
 - Details on m/m per partner and WP are in the GA



TIPs for reporting (2)

Work package	Who	What
WP1	MARIS and IFREMER only	TC and MM
WP1	Partners with AUDIT	OC for the Audit cost (only in the 3 rd report)
WP2	All partners: For participation to plenary and steering group meetings	TC and MM
WP3	All partners attending as trainee	TC only
WP3	All partners organising or attending as trainers	TC and MM
WP4	All partners	TC and registration costs for IMDIS 2018 (if not reported before)

TC = Travel Costs, MM= Man/Months, OC= Other Costs



TIPs for reporting (3)

Work package	Who	What
WP5	All data centres	MM
WP6	All centres managing central services	MM
WP7	Members of the Scientific committee	TC and MM
WP8, WP9, WP10	Members of the TTG	TC and MM
WP11	Regional product leader	TC and MM
WP11	All data centres	MM

TC = Travel Costs, MM= Man/Months, OC= Other Costs



TIPs for reporting (4)

Subcontracting costs concern only 4 partners and the subcontractors that are declared in the Grant Agreement

- IFREMER → INSTM, JCOMMOPS
- MARIS → CSIRO
- OGS → IMBK
- VLIZ → IOC/IODE

2nd report to EC – Financial report

- A user manual for reporting (+ this presentation) will be distributed at the same time than the Excel files. Its content is:

1. *Introduction*
2. *Planning for financial reporting*
 - 2.1. *Procedure to follow*
 - 2.2. *Missing financial report*
3. *Tips for reporting*
 - 3.1. *Main differences with FP7 reporting*
 - 3.2. *Recommendations*
 - 3.3. *Who can report what?*
4. *User manual for fulfilling the 2nd report financial template*
 - 4.1. *Period 2*
 - 4.2. *Adjustements for period 1*
 - 4.3. *Recommendations*



2nd report to EC – Financial report

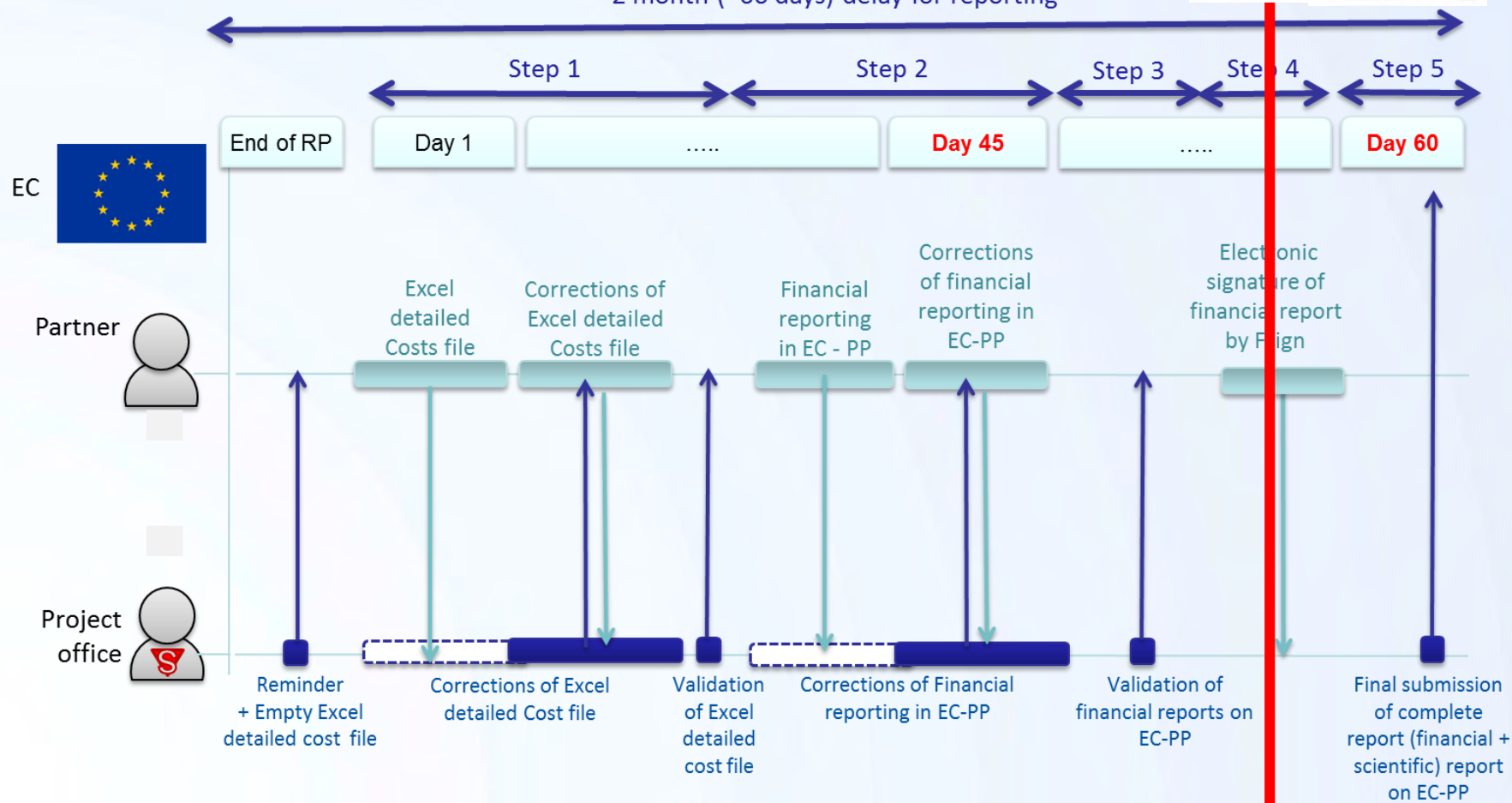
- For the 2nd payment EC will pay only up to 90% of the total budget
 - And EC already kept 5 % for the contribution to the Guaranty fund
- For the pre-financing and the 1st payment EC already payed almost 8 million euros
 - + 500 k€ to the guaranty fund
- Third payment will probably around maximum 1000 k€ and the balance will be given at the end of the project
- Partners who already got 90% of their total budget will have no payment for the 3rd report

2nd report to EC – Scientific report

- Written by the **WP and task leaders** following a template provided by the project office
 - Meetings
 - Deliverables
 - Progress per task
 - Summary and significant results
 - Coordination with other WP
 - Use of staff resource
 - Identified risks
- Final homogenisation and some general paragraphs written by the coordinators

2nd report to EC : financial report

2 month (=60 days) delay for reporting



2nd report to EC: Scientific report

