



# SeaDataCloud

Recommendations for the 3<sup>rd</sup> report to EC

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Final web plenary meeting, 29-30 October 2020  
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## End of the project reported to 30/04/2021

→ Report due to EC on 30/06/2021

→ Final payment probably in autumn 2021

### BUT AS

- As all deliverables and milestones have to be delivered as originally planned except D4.13 (IMDIS proceedings) and MS14 (IMDIS)
- As the only **activities** accepted for reporting from 01/11/2020 to 30/04/2021 will concern **IMDIS organisation**
- As the only **expenses** accepted for reporting from 01/11/2020 to 30/04/2021 will concern **IMDIS**

## Decision: Stick to the plans

The coordinators with the agreement of the Steering group have decided to **prepare the reports** (financial and technical) **as originally planned** :

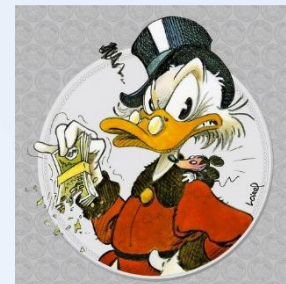
- in November and December 2020.
- with a small update of
  - the financial reports in April-May 2021 after IMDIS
  - and of the technical report WP4 for IMDIS

## Plans for 3<sup>rd</sup> report to EC (2)

- November and December 2020
  - **Financial reporting** on Excel sheets + checks by the project office **as originally planned**
  - **Technical reports by the WP leaders** + finalisation of the report by Project office **as originally planned**
  - All deliverables a but D4.13 (IMDIS proceedings) finalised
  - All milestones but MS14 (IMDIS conference) finalised



## Plans for 3<sup>rd</sup> report to EC (3)



- May – June 2021
  - Update of the financial report excel sheets with the expenses for IMDIS:
    - **only** registration fees, travels and accommodations for the majority of the partners.
    - Organisers also have extra P/M to report : NIOZ, IFREMER, OGS and IODE
    - NIOZ and ENEA can also report expenses for promotional material such as poster, leaflets, video, goodies (ENEA), organisation expenses (NIOZ)
  - Insertions of the numbers on EC website by all partners
  - Update of the technical report with the IMDIS information in WP4
  - Completion of all other information by PO
  - Input of the final report on EC website by coordinators

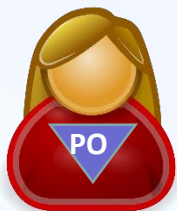
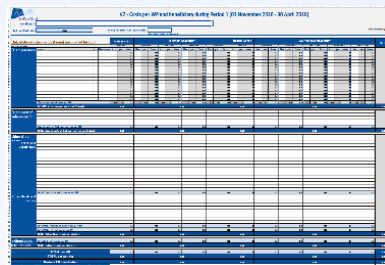
## Plans for report 3 (2): audit

- Planned audit for partners who have been funded more than 325 k€
  - IFREMER, MARIS, BODC, DKRZ, CINECA, CSC, GRNET
- Partners with planned AUDIT **have to anticipate** the meeting with the audit firm so that the **audit can start beginning of May**, because we anticipate delays
- Certificates of the financial statement (CFS) must be available latest **End of June 2021**
  - CFSs must cover all costs declared as personnel costs and costs for internally invoiced goods and services. Incomplete certificates will be returned for correction.



# 3<sup>rd</sup> 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

Yes

3

Input numbers  
in the EC-PP

4

EC-PP numbers  
validated by PO

Yes

5

Submission by  
FSign

6

Final  
submission by  
PO

No

No

Same procedure  
than for the 1<sup>st</sup> and  
2<sup>nd</sup> 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

## 3<sup>rd</sup> report to EC – Financial report - Adjustments

- For the 3<sup>rd</sup> report, possibility to make **adjustments** on the 1<sup>st</sup> and/or the 2<sup>nd</sup> periods for
  - Travel costs related to the 1<sup>st</sup>/2<sup>nd</sup> periods but not reported at that time because necessary supporting document were missing
  - Person/month if some of them were not validated at the end of the 1<sup>st</sup>/2<sup>nd</sup> reporting periods
  - Sub-contracts
  - Other goods and services
  - **Hourly rate adjustments are not permitted** (this was possible in FP7, but not in H2020)
- **Adjustments must be reported in a different sheet of the excel file, each data centre will one excel file with 3 different sheets**





## 3<sup>rd</sup> report to EC – Financial report



- For the 3<sup>rd</sup> report, we will send you the Excel file as we did for the previous reports



- Except that, this excel file contains **Macros**, which are now **banned by many emails servers**
  - The excel file will be send via and **owncloud link**
  - It will have to be sent back to [sdn-po@seadatanet.org](mailto:sdn-po@seadatanet.org) via a **voucher for FileSender** that we will send you
- A link to a user manual for Financial reporting will be send at the same time



**Indirect Cost rate :**

25%

**Nb of productive hours per month:**

(for conversion of hours in person-months)

Only white cells (or orange if error) are opened for input

Cost category in Form C

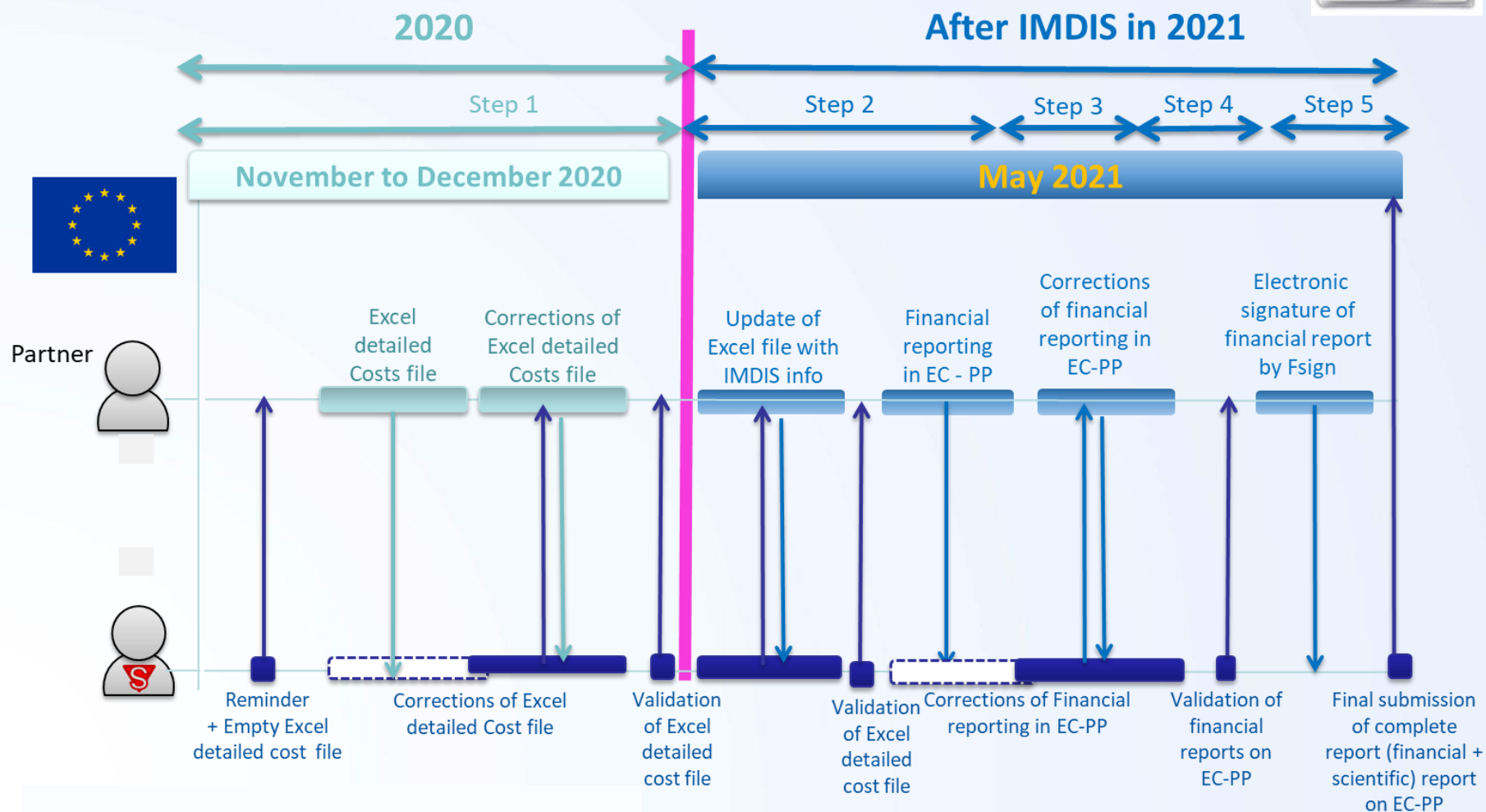
Direct personnel costs				Type of personnel or Name	R/O	M/F	Hour rate	Hrs	pm	Cost	Hrs	pm	Cost	Hrs	pm	Cost	Hrs	pm	Cost
<div>Researchers count</div> <div>Male <input type="text" value="0"/></div> <div>Female <input type="text" value="0"/></div> <div>Other personnel count</div> <div>Male <input type="text" value="0"/></div> <div>Female <input type="text" value="0"/></div>										0.00			0.00			0.00			0.00
										0.00			0.00			0.00			0.00
										0.00			0.00			0.00			0.00
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Direct personnel costs per WP								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Direct personnel costs per Activity								0.00			0.00								
Direct cost of subcontracting																			
	Direct costs of Subcontracting per WP							0.00		0.00		0.00		0.00					
TOTAL Direct costs of Subcontracting per Activity								0.00			0.00								
Other direct costs :  Travel and subsistence																			
Total Travel and subsistence per WP								0.00		0.00		0.00		0.00					
Other Goods and Services																			

### Period 3

Adj. period 2

Adj. period 1

# 3<sup>rd</sup> report to EC : Financial report



# 3<sup>rd</sup> report to EC: Scientific report

