

CREMLIN - Management and financial issues

CREMLIN Kick-off Meeting

6.-7. October 2015

NRC “Kurchatov Institute”



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Beatrix Bugla

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Agenda

1. CREMLIN Timeline
2. HORIZON 2020
3. Information on Reporting (Art 20 GA)
- Communication
4. Scientific Reports
5. Financial Reporting
6. General Information
7. Additional Information



1. CREMLIN Timeline

First action already carried out:

Training on financial issues at
DESY 15-16 September 2015

for Russian beneficiaries

was provided by Dr. Ute Krell
and Beatrix Bugla from the

EU Project Office at DESY

(material to be deposited at the homepage &
summarized here)

Participants:

Nadezhda Krivatkina (IAP RAS)

Vladimir Morozov (JINR)

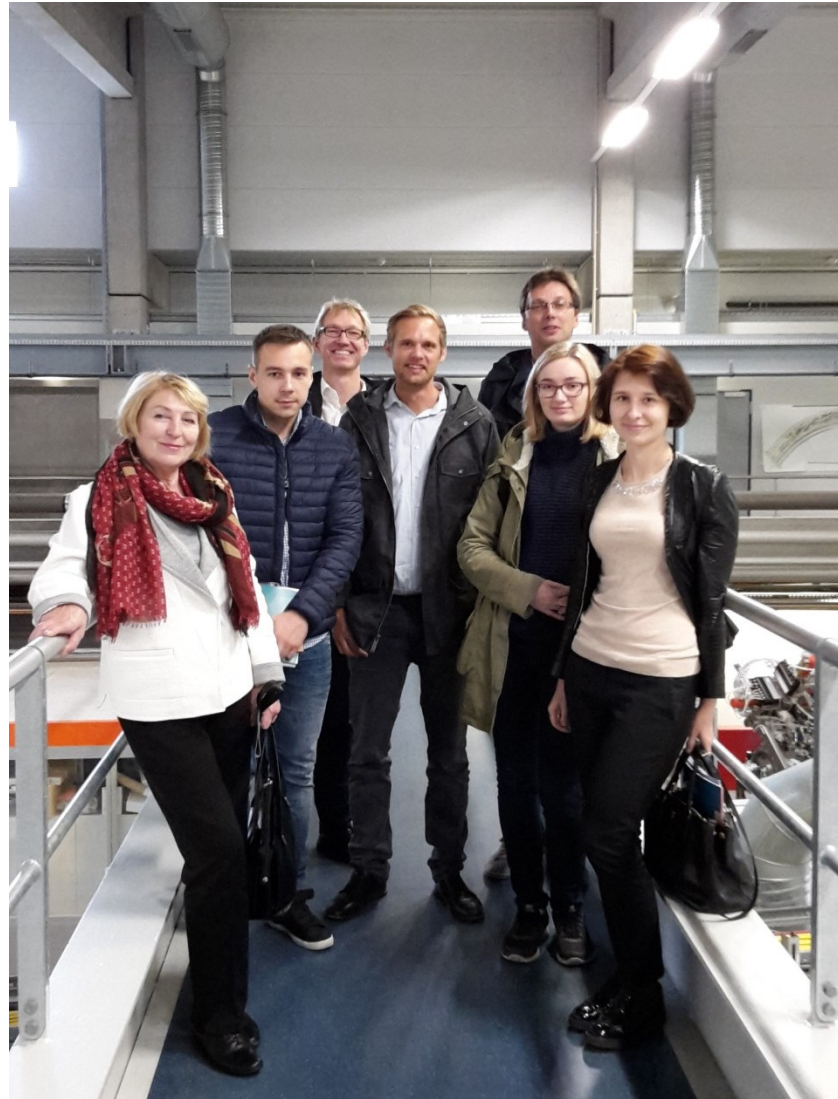
Dr. Martin Sandhop (DESY)

Peter Wibbeling (DESY)

Dr. Frank Lehner (DESY)

Anastacia Zaitseva (PNPI)

Ekaterina Kolesnikova (NRC KI)



CREMLIN Timeline

Call published	11. December 2013
Proposal submitted	2. September 2014
Invited by EC	29. January 2015
Grant Agreement signed	Before 29. April 2015
Consortium Agreement signed	Before 29. April 2015
Project Start	1. September 2015
Project Launch	6.-7. October 2015



CREMLIN Timeline: First 12 Months

CREMLIN Timeline		SEP 2015	OCT 2015	NOV 15	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016
Grant Agreement, ANNEX 1 (Part A)		1	2	3	4	5	6	7	8	9	10	11	12	13	14
D1.1 DESY, WP1	Kick-off meeting														
D1.2 DESY, WP1	Annual and Board Meetings (Consortium Board)														
D4.1 PNPI, WP4	Development of the Education and Training Programme on Neutron Instrumentation														
D4.2 HZG, WP4	Workshop on mapping user demands														
D5.1 ESRF, WP5	Analysis report of the existing and potential user communities														
D5.2 NRC KI, WP5	Workshop on mapping demands of Russian and European photon science communities														
D7.1 CERN, WP7	Workshop on technical and research challenges of the STC project, placed in a European and fully international context, synergy of the STC, FCC-ee and CLIC projects														
D8.1 NRC KI, WP8	CREMLIN opening conference														
MS1 DESY	Setup of the Science Policy Advisory Board (SPAB)														
MS2 DESY	Contract with external advisor														
MS3 FAIR	Production readiness review for common silicon detector platform														
MS5 Juelich	All subcommittees for PIK Instrument Concept established														
MS7 CERN	Set up international team of experts														
MS8 CERN	Creation of a "CREMLIN data management platform for lepton colliders"														
MS9 NRC KI	Launch of Project website														
PMB	Project Management Board														
Reporting	Internal Interim report to the coordinator														



2. Horizon 2020 - Contracts

- Grant Agreement : contract between EC & coordinator & beneficiaries
 - Terms and Conditions ([EC Regulations](#))
 - Annex 1 Description of the action ([work plan, deliverables, etc.](#))
 - Annex 2 Estimated budget for the action
 - Annex 3 Accession Forms ([signatures of beneficiaries](#))
 - Annex 4 Model for the financial statements ([Form C](#))
 - (Annex 5 Model for the certificate on the financial statements)
 - (Annex 6 Model for the certificate on the methodology (not applicable))

- Consortium Agreement: contract between all 19 beneficiaries to manage the consortium



Horizon 2020 - General Rules

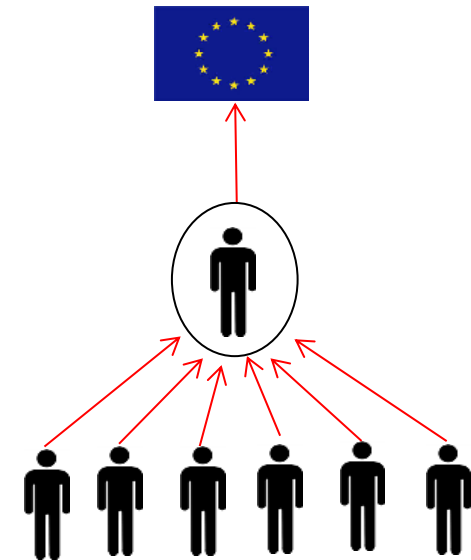
- > Communication towards EC only via Coordinator
- > Financing: 100% direct real costs &
25% indirect costs/overheads
- > Reporting: towards EC every 18 months



3. Information on Reporting (Art 20 GA)

EC Reporting

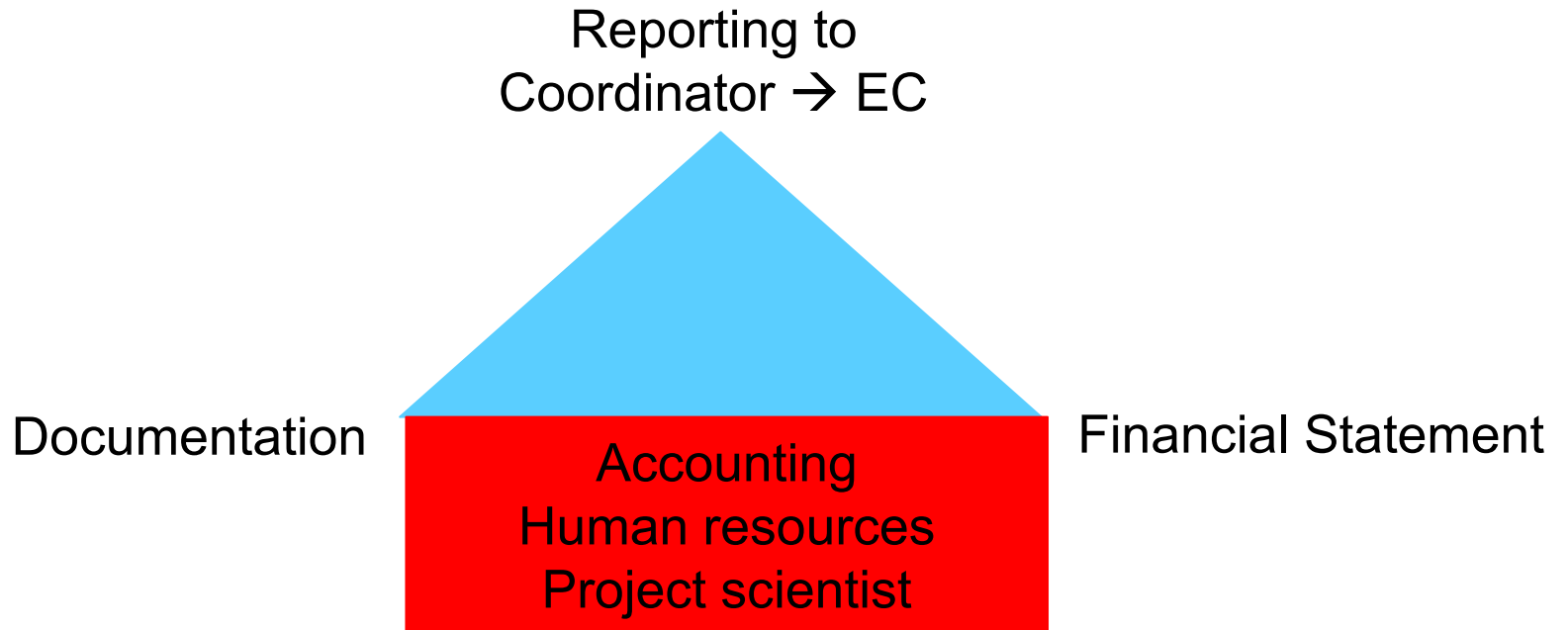
- > All reports to the European Commission are submitted via the Coordinator
 - Periodic reports including financial statements → **every 18 months**
 - Final report (end of project)
 - Mid-Term review? *interview in Brussels*
- > Reports must be submitted within 60 days after the end of each reporting period
content: scientific & financial part
- > Deliverables to be submitted in time



Additional

- > Interim reports are requested by the Coordinator for successful project management → **every 6 months**

Communication



Communication to: Martin Sandhop & Peter Wibbeling

4. Scientific Reports

- > Progress on CREMLIN project (each work package)

- > Project Management Report

incl. board meetings

=> consistent with the EoUR (Explanation of the use of resources)

- > Publications & dissemination

=> acknowledgement

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 654166



+ CREMLIN Logo (design to be discussed)

http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm



5. Financial Reporting

WHAT to be submitted to the coordinator?

1. Interim Report by all 19 beneficiaries (every 6 months)
 - Excel based template containing costs and short explanations
 - Final Template yet to be determined will be send to you
2. Periodic Report (every 18 months) with
 - Individual financial statement (Annex 4 of GA) and
 - Explanation of the use of resources
 - Done electronically in Participant Portal (PP) only
 - Filled out by each beneficiary (individually)
 - Signed (by Financial Statement Authorized Signatory (FSIGN)) and
 - Formally submitted to the coordinator (via the PP)

Financial Reporting

WHEN to be submitted to the coordinator?

DEADLINE FOR YOUR REPORTS to the coordinator:

Interim Report 1: 28.02.2016

Interim Report 2: 31.08.2016

Periodic Financial Report 1: 28.02.2017 + *30 days* = 31.03.2017

Interim Report 3: TBA

Periodic Financial Report 2: 31.08.2018 + *30 days* = 30.09.2018

Final Financial Report is generated automatically



6. General Information

GA 32.1 - The European Charter for Researchers shall be considered employing personnel

The beneficiaries must take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for ...the roles, responsibilities and entitlements... of researchers, in particular regarding:

- working conditions;
- transparent recruitment processes based on merit, and
- career development.

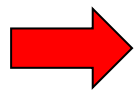
<http://ec.europa.eu/euraxess/index.cfm/rights/brochure>



General Information

Art 39.2 GA – Processing of Personal Data

*“The beneficiaries must inform the personnel whose personal data are collected and processed by the Commission. For this purpose, they must provide them with the **service specific privacy statements (SSPS)** [...], before transmitting their data to the Commission.”*



Hand out SSPS to every employee working in CREMLIN

http://ec.europa.eu/research/participants/data/support/legal_notice/h2020-ssps-grants_en.pdf

7. Additional Information

Participant Portal

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>



Charter for Researchers

<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>



Horizon 2020 Annotated Grant Agreement (Version 2.0.1 / 12 May 2015)

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf



Horizon 2020 On-line Manual

<http://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html#>



European Central Bank:

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>



Service specific privacy statements (SSPS, Processing of Personal Data)

http://ec.europa.eu/research/participants/portal/desktop/en/support/legal_notices.html



Timesheet: template available in the AGA Art 18

http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/templ/tmpl_time-records_en.pdf



DESY



QUESTIONS?

THANK YOU!

