

Project Administration Committee

27 March 2012 held at the EGI Community Forum
LBZ, Garching, Munich

Present:

Claire Devereux STFC UK-IE-NL Chair
Celine Bitoune EGI.eu (EGI-InSPIRE Project Office)
Sjomara Specht EGI.eu (EGI-InSPIRE Project Office)
Denise Small STFC UK-IE-NL Minutes
Anders Wannanen UCPH DK
Jana Hrdličková CESNEET CZ|
Simon Leinen SWITCH CH
Alessandra Casotto INFN IT
Тодор Гюров IICT BAS BG
Rob van der Meer EGI.eu
Vicky –APG1
Csaba Haydn KFKI NGU-HU
Boro Jakimovski UKIM –NGI-MARGI
Geraldine Fettahi CNRS, France Grilles
Maria Poveda UCY CYGRID

Apologies:

Catherine Gater EGI.eu
Steven Newhouse EGI.eu

Agenda

- 1- Update on Financial Reporting
- 2- Y2 Financial statement
- 3- Reporting NA2 and NA3 merge

Claire Devereux welcomed everyone to the meeting in Garching and introduced the agenda and asked if there were any additions or amendments, of which there were none. The financial reporting items were then discussed as below:

- 1- Update on Financial Reporting

Celine ran through a series of slides to give partners an update on the current financial position and the reporting required for Y2.

PQ4 all costs have now been refunded and the EC has accepted all costs. This was paid on 16 January 2012 to partners. PQ5 – some adjustments were required by the EC and therefore payment has been delayed whilst costs have been checked.

Celine also confirmed that the EU Project Officer has now changed for EGI and has requested that a report is prepared to show cumulative payments so far against the PPT input – therefore Celine

Project Administration Committee

emphasised PPT must be accurate. The table to be completed is now on the wiki. Any queries, please contact EGI-InSPIRE Project Office egi-inspire-po@egi.eu.

PQ6 payments have been accepted by the EU on 23 March 2012 and payment has been countersigned by the EC. An email will be sent to partners so that they can check their bank accounts. Data are saved on the WIKI.

PQ7 – November 2011 – January 2012 – this payment is pending until April 2012.

Celine requested that if partners have exceeded their planned Y2 costs – to email her urgently to discuss a solution if one is possible.

2- Y2 Financial statement

We are now nearing the Y2 end (May 2011 until April 2012) and Celine will prepare guidelines for preparation of cost statements (Form C). These will be available by mid April. There are a number of institutions who will require both a P1 and P2 audit and this will be listed both on the slides from this meeting and on the wiki with the guidelines.

Celine emphasised the need to provide a more detailed financial report regarding Global Tasks and this can include travel costs. As part of the calculations to prepare for the Y2 report, a template with person months used so far will be provided (extracted from PPT) to assist with calculations.

Deadlines are strict to enable the EGI-InSPIRE Project Office to check the cost statements before uploading to the NEF portal and these are as follows:

Costs to EGI-InSPIRE Project Office – 25 May 2012

Cost checking and validation by EGI-InSPIRE Project Office – 5 June 2012

NEF completion of uploading statements by EGI-InSPIRE Project Office - 16 June 2012

Send final validated Form C to EGI-InSPIRE Project Office by 22 June ready for the EU review 27-28 June 2012.

3- Reporting NA2 and NA3 merge

All N-efforts for the first half of the year now needs to be shown one single task, NA2.1.

Reminders:

- Efforts of tasks NA2N-NA3N → Reporting and cost efforts in NA2.1 – (funded at 33%).
- NA2.6 is a new task – virtual team: there is no additional funding in this task NA2.6 which efforts are to be short term reporting.
- Activity of TNA3.2 + TNA3.3 (Users Support) has been moved to SA1.7. BUT no effort or funding has been moved to SA1.7
- Global costs and efforts: tasks funded at 50%:
 - o Old NA2.2E efforts and costs have moved to NA2.2E
 - o Old NA2.3E efforts and costs have moved to NA2.3E
 - o Old NA2.4E + NA3.1E efforts and costs have moved to NA2.4E
 - o Old NA3.2E, NA3.3E, NA3.4E efforts and costs have been moved into the new NA2.5E

In the financial statement these tasks are all reported under the activity “Coordination”.

Further information will be on the wiki during the next week and please contact Celine or Sjomara should you have any queries with your reporting. Please read the slides from today’s meeting which further clarify the requirements.

Project Administration Committee

Steven Newhouse arrived towards the end of meeting to be available for further queries or comments. There were no further queries and the meeting closed at 1445.

Claire thanked everyone for attending and wished them a good week at the conference.

WIKI Pages:

https://wiki.egi.eu/wiki/Project_Administration_Committee

EGI-InSPIRE Project Office :

celine.bitoune@egi.eu,

sjomara.specht@egi.eu