**Project Administration Committee**

08 September 2011, 11:00 CET, Teleconference.

Present:

**Groupings:**

EGI.eu Celine Bitoune, Catherine Gater, Sjomara Specht

Ibergrid

CE Robert

EIRO

UK.IE.NL Claire Devereux

NBIS Hank Nussbacher

SEE Anna, Alexei Altuhov

IT.RU Elena

FRRO Melanie Pellen, Monica

APGI

DACH Andres Aeschlimann

Apologies: Jana Hrdličková, Rossend Llurba NL,

Chair: Claire Devereux, minutes: Claire Devereux

**Agenda**

1. EC requests for clarifications on Financial Statements
2. Next steps to finalise the Financial Statements
3. Next payment date estimation
4. Questions & Answers
	* + 1. EC requests for clarifications on Financial Statements

The second round of requests for clarifications has been received by the project office. There were few requests overall for the size of the project. Most partners costs have been cleared. The project office is working on it at present, all partners concerned in the new round of requests have been contacted. They are Slovenia, Italy, Greece, France, Spanish (5 JRU partners). The project office is hoping to submit answers for clarifications tomorrow to allow us to clear all costs.

* + - 1. Next steps to finalise the Financial Statements

Next step – The Commission will clear costs and open a new session in NEF.

Final Form Cs will be available. These will need to be printed and signed in triplicate by each partner. They then need to be sent to the Project Office with the original signed audit materials for those partners who required an audit.

1. Next payment date estimation

The payment process once all Form C’s and Audit materials have been submitted is expected to take about another 3 weeks. This would mean approximately 6 weeks from now.

Unless PMB advise differently the next payment will be the accepted costs of year one. If all goes to plan it may be possible to receive this payment by the end of October. Much of this relies on partners answering queries quickly. We do not anticipate a third round of clarifications.

1. Q & A

Anna – Greece. There is a University closure at present due to civil unrest and she is worried about getting clarification regarding EC queries. They are trying all methods to contact the relevant person and answer the question. It may take another day to complete.

Claire encouraged people to attend the PAC meeting in Lyon. Noted possible significant changes in project in years 2+ following EC review.

Celine and Catherine will present to PAC the Collaboration Board presentation for our information. The Collaboration Board meeting will be on the Thursday at Lyon.