Minutes SKADS controller's meeting

March 8, 2006
ASTRON - Dwingeloo

DIstribution list:

Participants :	For information:
Adam, Christiane (Observatoire de Paris) Böckelmann, Karl-Heinz (MPIfR) Colomer, Francisco (FG-IGN) Dijk, Diana van (JIVE) Montebugnoli, Stelio (INAF) Patel, Parbhu (ASTRON) Rozière, Christophe (Observatoire de Paris) Smith, Harry (University of Cambridge) Thomas, Ivan (Observatoire de Paris) Vries, Greta de (RuG/Kapteyn Instituut) Wilkinson, Althea (University of Manchester) Ardenne, Arnold van Brink-Havinga, Truus van den Es, André van Gregoor, Arno Holst, Bastiaan van Wubs-Komdeur, Janneke	DS managers DS-T leaders Administrative officers

	Organisatie / Organization	Datum / Date
Auteur(s) / Author(s): T. van den Brink-Havinga	ASTRON	
Goedkeuring / Approval: A. van Ardenne	ASTRON	

Project

Doc.nr.:	SKADS-060308
Rev.:	1.0
Date:	March 8, 2006
Class.:	Public

1. Opening
   At 12:10 SKADS Coordinator Arnold van Ardenne opens the meeting and expresses his gratitude to all attendees for coming to Dwingeloo. SKADS project organization is introduced (see presentation attached).

2. Towards 1st Annual Report by Andre van Es
   All names etc. will soon be at the SKADS wiki pages.
   No Audit forms are needed this year, just at mid term and at the end of the project.
   It is emphasized that no report to the EC is possible if one of the participants has not reported.
   Each participant should provide administrative reporting for all DS's they are involved in. DS managers will have to report on activities and progress.
   These two aspects make the project very complex.
   The template for Task level reporting is made in concept and shown to attendees. Take care of the fact that DS managers will not only have to put together Task level reports, however, they should also add the milestones at DS level.
   Reporting at DS level should be done at least twice a year for reporting to the Board.
   => SKADS MT to send guide lines for this reporting.
   Minutes should be taken from all (international) project meetings. Travel claims can be justified by doing so. Each participant should claim their own travel cost.
   => AvE will write a procedure for this aspect.
   Everybody may keep minutes and presentations at there own servers, however, these minutes should also be made available at the SKADS wiki pages.
   Lists of publications, meetings, workshops and conferences, etc. should be kept updated and reported to the SKADS management.

3. Annual reporting and EC Financial Contribution Distribution Procedure by Bastiaan van Holst
   The flow chart is commented. Before the 1st of July SKADS management will remind all participants to report, whereas an official request by the SKADS project manager on behalf of the Coordinator will follow at the 1st of July.
   => The justification of resources and form C will be made available at the website shortly.
   It is important that the reporting in draft is sent in by all participants in time for examination by the SKADS project office.
   Task leaders should report both financially, as well as technically to the DS manager.
   => A template for this purpose will be made available at the website. This reporting should be submitted to the DS manager, and may be done in the way of a review.
   Activities, progress towards objectives and milestones should be part of these reports as well as financial details.
   Annual report will have to be approved by the SKADS board before submission to the EC. The EC demands these reports in 45 working days.
   EC's financial contribution will be based on the amounts in the C forms of all participants. If only one participant has not submitted its report, no contribution will be paid by the EC.
   EC's contribution will be for a period of 18 months. After a year actual costs made will be judged. The difference in the advance payment is corrected in the second payment. At least 70% of the total amount will have to be spent by participants to be able to get the full amount. This year some participants may have a problem in spending the available budget due to the late actual start of the project.
   OPAR asks if a letter could be written to the EC to request for an exception to the rule.
   FG-IGN started at 1 July 2005 and is still without money so they face the contrary problem. 70% means 70% of the total budget of this period of the project. If not enough money is spent in the project, we shall not get enough money.
   => The difference in spending and progress could be a problem and will be considered (AvE).
   There is EC money in the contract, as well as national funding. How should this be reported? All costs should be reported to the EC. Auditors should make sure that no expenses are funded twice.
   How will EC judge the reporting? C form is global for the entire institute. The justification of resources is a specification of the C form.

The only thing that counts for the EC is the end result of the project. You justify what you have spent.

4. <u>EU-SKADS Project control by Arno Gregoor</u>
Form C does not need to be approved by the DS manager, however, the figures have to match with the reporting of the DS manager.
The C form should be signed by the officer known by the EU and this officer cannot be changed in the course of the project unless agreed in written.
Make sure there are receipts of all expenses. In case there is VAT specified at receipts this tax cannot be claimed. Auditors need to certify, in some countries rules may be different from EC rules. The audits may according to EC rules comply with the individual institute's rules, which may be different from EC rules.

Form C:
Mr. X is the officer who is to sign form C, is the one who signed the contract.
1 Resources: just yes or no
2 Declaration: assumption of 1400 hours per man. All participants should only fill in the E column; just DS1 Management of the Consortium should use column D.
5 Request of FP6 Financial Contribution: This is not the amount you will get; however, it depends on the advance payment received.
6 Audit certificates: just yes or no.
7 Conversion rates: should always be no.
8 Contractor's certificate should be stamped at the correct place.
Name of the Person responsible for the work will be checked. It should be a person whose name is known in Brussels.
Indirect cost FC can have actual indirect cost instead of fix 20%; FCF AC does not have to specify indirect cost.
FC in SSA is Full Cost plus added 20% indirect cost (a flat rate).

Justification of resource:
Equipment bought for the contract can be fully funded in the project. Full funding is subject to a specification that the equipment can be used for the project only. This item should be known exactly by all participants and should be confirmed in written. EC's rule is 33% depreciation for PC's and 20% per annum for other equipment.
=> AvE to check if actual direct eligible costs need to be specified.

AC model:
Top of the form for AC and FC are equal. Difference is total amount to be claimed.
For AC direct costs are costs for personnel hired for the project only.
Global estimate of the total costs for AC is including the amount spent on personnel that was not hired for the project. EC wants to see which amount is contributed to the project by each institute. Each institute needs to be able to supply time sheets that prove that a certain person works for this specific project. The auditor will need a proof of work done to. What really should be shown depends on demands of the auditor.

EC have specific audit rules and it is desirable that the specific auditor is known in Brussels and is aware of EC rules.
If more man months are accounted than granted by EC you will only get what was granted to you.
Apart from these forms every participant should also supply an 18 months plan.
Elena Righi-Steele will judge technical reporting, whereas Bertrand Michaud is the financial officer to judge.

At 15:15 Andre van Es closes the meeting by thanking all attendees for their willingness to come to Dwingeloo. It is suggested to organize a meeting at DS level as soon as all templates are ready.
=> to organize a meeting at DS level as soon as all templates are ready.

Project supported by the European Commission Contract no. 011938	**Project**	Doc.nr.:	SKADS-060308
		Rev.:	1.0
		Date:	March 8, 2006
		Class.:	Public

3 of 3