

Workplan and financial issues



- SUPER-SME workplan for September-December 2006
- Financial issues – Financial Handbook

WORKPLAN FOR SEPTEMBER-DECEMBER 2006

WHEN	WHAT	WHO
By 30th September	Signed letter + final list of SME	URENIO, EWE, STSSCZ
By 16th October	Summary report on the regional S&T intermediary system = deliverable D3	All partners
By 27th October at 9 a.m.	4th MB call meeting	All partners
By 31st October	Dynamic mapping analysis of S&T intermediation system : ppt presentation for the first SME panel meeting	All partners
By November	Matching supply and demand of intermediation services = 1st meeting of regional SMEs panel (deliverable D4)	All partners
By 4th December	Draft report (deliverable D5): summary report on networking and gaps in intermediation services	All partners
11&12 December	2nd interregional workshop in Thessaloniki	All partners
By 29th December	To send to the CRL the final report (deliverable D5)	All partners
By 15th January 2007	To submit to the EC officer : summary report WP2 + D1 (final methodological guide) + D3 (summary reports on regional S&T services) + D4 ppt presentation for SME panel meeting) + D5 (summary reports : gaps in intermediation services)	CRL

Financial Handbook



Contents :

1. The referring documents
2. Financial rules and costs models
3. Eligible costs and non-eligible costs
4. SUPER-SME project : budget justifications per categories
5. SUPER-SME reporting procedures and deadlines
6. SUPER-SME payment modalities
7. Auditing certificates
8. Appendices

Budget transfers



- Partners may reallocate money between their own defined costs categories (**travel, consumables, equipment, personnel**) as long as the work is carried out as foreseen in Annex I Description of work, **but without changing the EC contribution**.
 - if you reallocate money, please inform me and explain this money transfer in the EC periodic management report.

- The concept of budget transfers between cost categories does not exist in the FP6, as the only distinction that is made in the contract is **between direct and indirect costs** and the separation of the cost of subcontracting from direct costs.
 - the calculation of indirect costs depends on your cost models (FC/FCL/AC).

Specific rules for subcontracting costs category



- When tasks related to the project core work need to be subcontracted:
 - a prior approval by the Commission must be obtained,
 - an amendment to the contract must be introduced.

- But during the implementation of the project, contractors/partners may subcontract minor services which do not represent core elements of the project work.
 - such subcontracts do not require an amendment,
 - but please inform me in order to have a formal authorization of the EC financial officer

Semi-annual reporting



Why a semi-annual financial reporting?

- to follow-up the budget consumption (at least 70% of the initial pre-financing should be consumed at the end of the first reporting period, end of February 2007)
- to start to prepare the periodic report

Deadlines

Reporting period	To submit to the CRL	Type of reports
1st March 2006- 31st August 2006	15th October 2006	1. Deliverable list (annex n°3)
EC FIRST ANNUAL REPORT		2. List of expenditures (annex n°11)
1st March 2007- 31st August 2007	15th October 2007	3. Short justification of expenditures

THANK YOU,

QUESTIONS.....

DO NOT HESITATE DO CONTACT ME FOR ANY
FINANCIAL REQUESTS