



European
Commission

LIGHT-TPS Kick-off meeting

THE CONTEXT, and Guidelines for a good start

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REA Unit B1- Space Research

San Sebastian, 28-29 May

REA set up and organisation



***REA created 14 December 2007 (EC/2008/46)
Autonomous since 15 June 2009***

***2013: 550 for REA & about 30 for Space Research
Under Horizon 2020, tasks to be increased***

***Total budget managed: about € 6.5 billion
(including **630 M€ for Space Research**)***

⇒ Around € 100 Millions per call for Space Research

REA mission and tasks



The REA implements some actions:

- **SME-specific actions (Capacities)**
- **Marie Curie actions (People)**
- **Security and **Space** actions (Cooperation)**

The REA provides horizontal services across all programmes:

- **Runs the evaluation facility (reception of proposals and support to evaluation)**
- **Provides administrative services for registration of beneficiaries (central validation)**
- **Runs a central FP7 enquiry service**

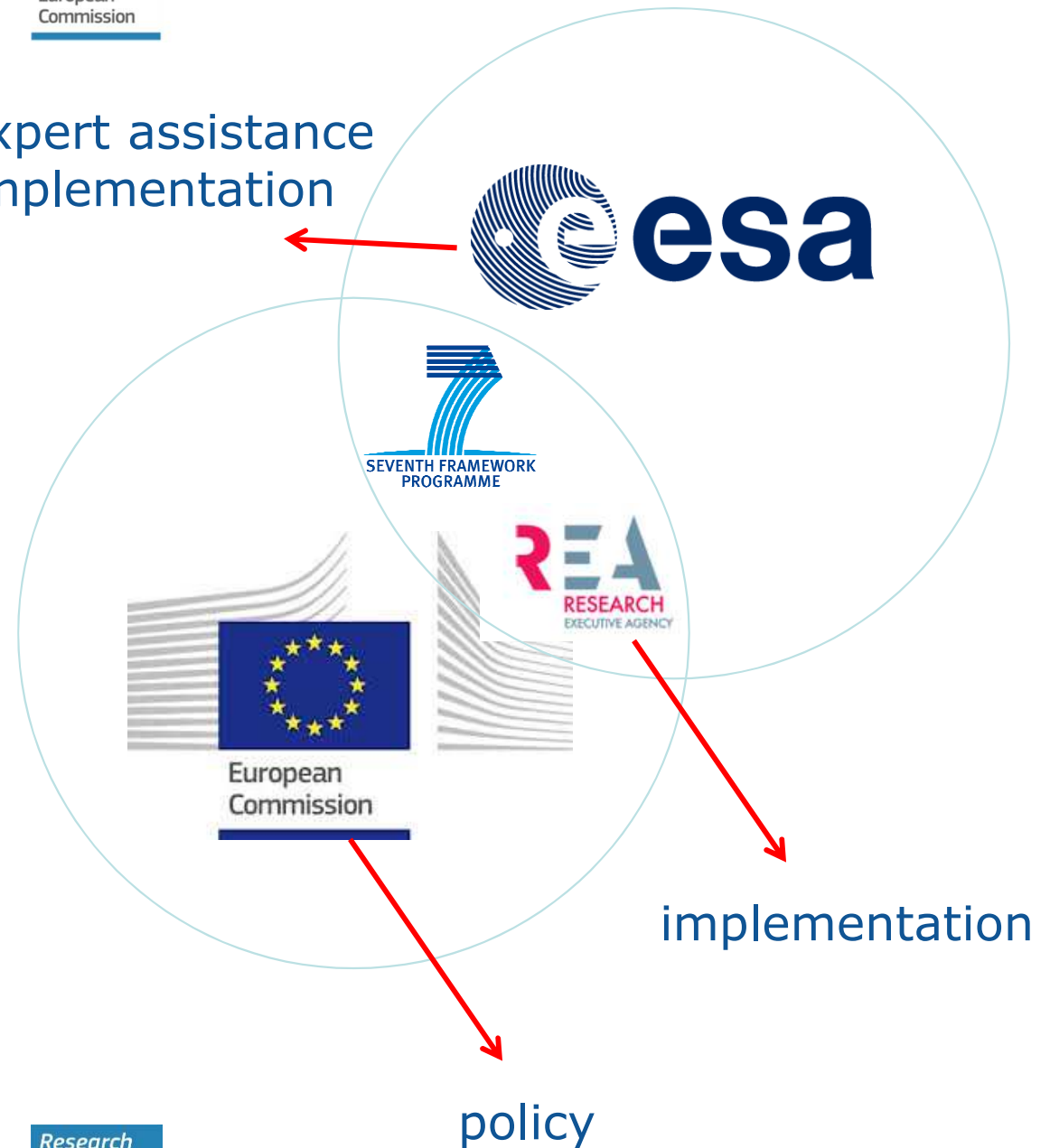
European Space Policy & FP7



The strategic mission of the European Space Policy, jointly developed by the European Commission and the ESA, is based on the peaceful exploitation of outer space.



- Expert assistance
- Implementation





REA and EC's role in Space Research

*The REA Space Research unit is responsible for **implementing** the part of the Space work programme*



- The REA is in charge of:
 - organising the **evaluation** of proposals
 - **negotiation** of proposals
 - **technical and financial management of projects**





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- **Policy work** remains within the Commission - DG Enterprise & Industry (ENTR)
 - this includes the definition of the Space work programme

Communication with REA Project Officer

Good practice:

Every three months short email with actual progress of the project (activities in progress, planning, deviations ...)

Annex			
I	Description of Work -DoW		 <p>All partners should read these!</p>
II	General conditions		
III			
IV	Form A 	Accession to the grant agreement	<ul style="list-style-type: none"> Each partner sign 3 copies of Form A ⇒ coordinator to sign 1 copy retained by coordinator, 1 copy sent back to beneficiary, 1 copy sent to the REA Coordinator sends to REA one signed Form A per beneficiary at latest 45 calendar days after the entry into force and can pay the pre-financing only to those who provided the Form A
V	Form B	Request for accession of a new beneficiary to the Grant Agreement	In case of a termination of a beneficiary, the addition of a new one would be also possible (see Annex II – General conditions)
VI	Form C	<u>Financial statement submitted by each beneficiary at the end of the reporting period</u>	To be electronically submitted via the Participants Portal After Coordinator's approval, they are (<i>printed, signed &</i>) sent <u>within 60 days after the end of the reporting period</u> Further information see: ftp://ftp.cordis.europa.eu/pub/fp7/docs/presentation-force_en.pdf



Annex			
VII	Forms D	<p>Certificate on the financial statements</p> <p><i>Only if a partner will requests more than € 375 000</i></p>	<ul style="list-style-type: none"> ▪ The certificate shall be submitted for claims of payments when the amount of the EU financial contribution claimed by a beneficiary as a reimbursement of costs is equal to or exceeds € 375 000, when cumulated with all previous payments for which the certificate has not been submitted ▪ Verified as factual by an external auditor ▪ Public bodies, secondary and higher education establishments and research organisations may opt for a competent public officer to provide their certificate on the financial statements and on the methodology.
	Forms E	<p>Certificate of the methodology</p>	<ul style="list-style-type: none"> ▪ Optional, suitable especially for beneficiaries with multiple participations in FP7 ▪ Beneficiary may request to opt for this certificate on the methodology for the calculation of costs, which it uses to prepare its cost claims with regard to both personnel and indirect costs ▪ This certificate must be forwarded in the form of a detailed description verified as factual by its external auditor ▪ When this certificate is accepted, the requirement to provide certificates on the financial statements for claims of interim payments shall be waived ▪ Details and advantages explained in 'Guidance Notes on Audit Certification'

Reporting and review

■ ***Deliverables***

- To be submitted at the date scheduled in the work plan,
 - Via SESAM/SEP
 - If a deliverable is « late », explain the reason, the corrective action undertaken, the estimate date of delivery
- The PO will make an assessment of the situation.

■ ***Annual technical reviews review***

- Planned at month 12, 24 and 36
- Present the work carried out, the main achievements and the use of the resources
- REA will be assisted by external reviewers



Reports

- ***Give a clear account of the project activities during the reporting period***

What did you do?

What did you achieve?

Which problems did you encounter?

How did you spend your budget? Any deviations?

- Personnel: Who worked on the project? How many person*months? How much?

» **KEEP TIMESHEETS**

- Travel: which trips? Where? How much in total?
- Any subcontracting?
- Etc.

- ***Clear, informative, straight to the point, concise***
- ***Transparent communication***
- ***On time***

Prefinancing / Guarantee Fund

- **Prefinancing:**
 - **LIGHT-TPS: 1,198,417.80 EUR** (paid to the coordinator within 30 days following the date of entry into force of the grant agreement).
- **Guarantee Fund:**
 - 5% of EC contribution; LIGHT-TPS: 99,868.15 EUR
 - No collective financial responsibility in FP7 as was the case in FP6 (still collective scientific responsibility)
 - At the final payment, the amount contributed to the Fund shall be returned to the beneficiaries via the coordinator

■ ***Payments***

- **Linked to submission of complete and correct report, signed form C's and deliverables**
- **« The Commission shall evaluate and approve project reports and deliverables and disburse the corresponding payments within 105 days of their receipt. »**

⇒ **Beneficiaries are allowed to transfer limited budget between different activities and between themselves in so far as the work is carried out as planned in the Description of Work, and upon prior agreement of the PO**

Thank you for your attention!

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