

"ENDORSE (ENergy DOWnstReam SErvices) - Providing energy components for GMES"

## **Contract ENDORSE n° 262892**

**Kick-Off Meeting, January 13, 2011, Sophia, France**

Programme : FP 7 THEME SPA.2010.1.1-01

*Stimulating the development of downstream GMES services*

Type of Contract : Collaborative Project

Small of medium-scale focused research project

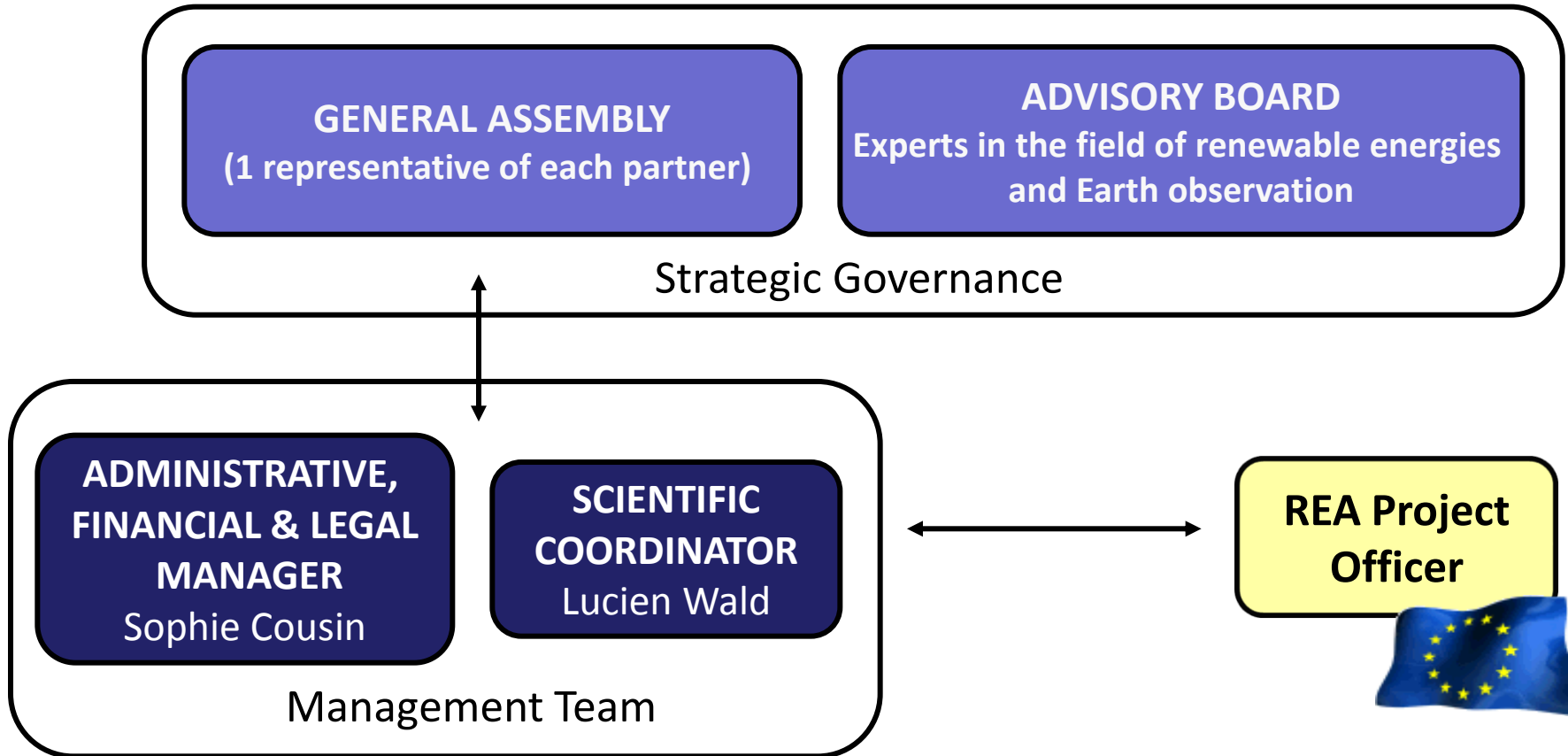
Coordinator : ARMINES

# ENDORSE Kick-Off Meeting AFL Presentation

- 1) Administrative issues**
- 2) Financial issues**
- 3) Legal issues**
- 4) Periodic Reporting**

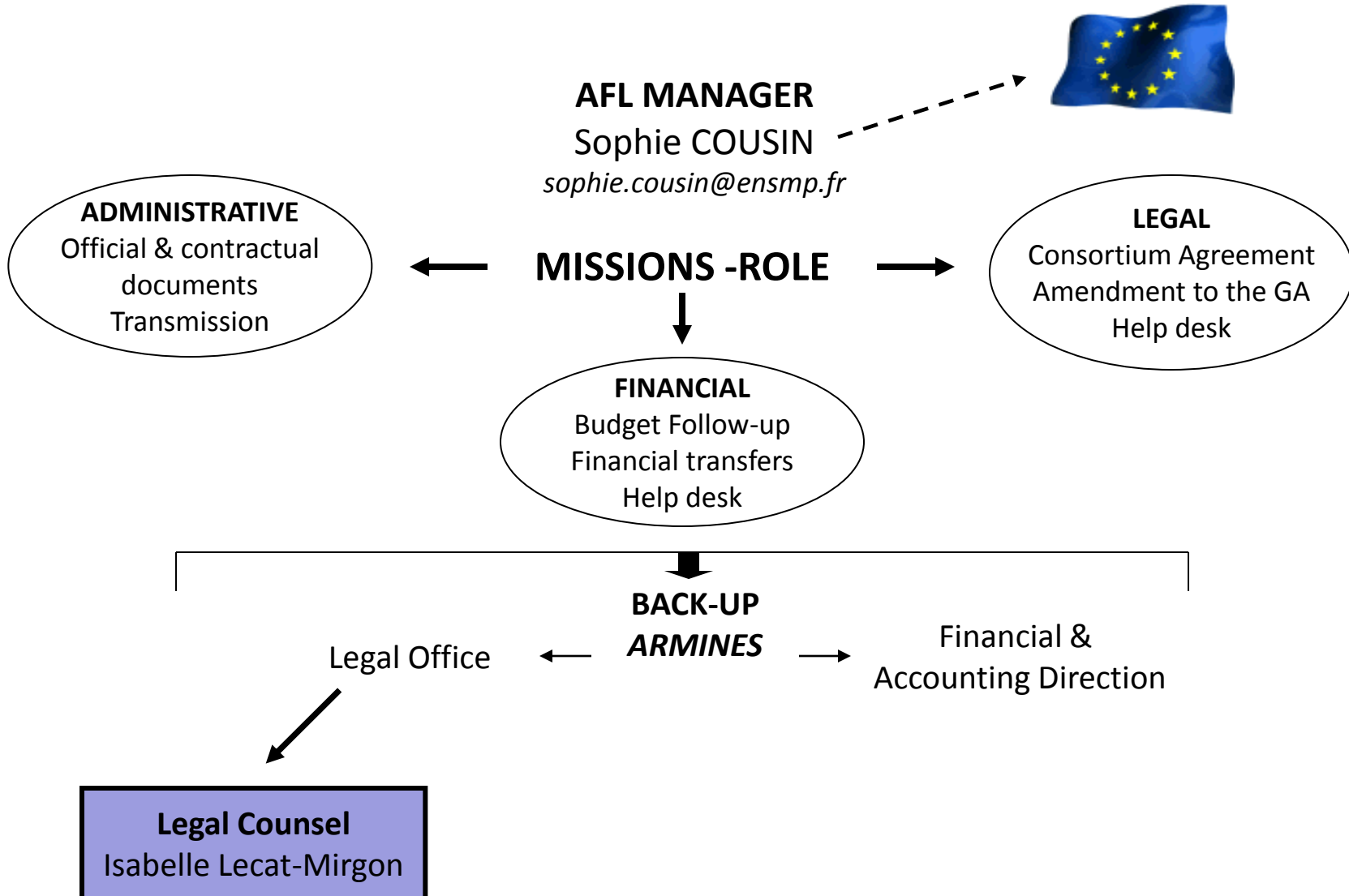
# 1) Administrative issues

# Management structure



Responsibilities and duties are defined in the Consortium Agreement

# Role of AFL Manager



# Administrative contacts

Partner	Admin contact	Email address
01.ARMINES	Sophie COUSIN	sophie.cousin@ensmp.fr
02.DLR	Gudrun HOLTMANNS	Gudrun.Holtmanns@dlr.de
03.iCons	Mario MARTINOLI	mm@icons.it
04.TSV	Etienne WEY	etienne.vey@transvalor.com
05.FlyBy	Simone MANDICA	simone.mandica@flyby.it
06.HS ULM	Andrea GEYWITZ	geywitz@hs-ulm.de
07.UNIGE	Agatina FAZIO	Agatina.Fazio@unige.it
08.ENTPE	Dominique DUMORTIER	dominique.dumortier@entpe.fr
09.3E	Werner COPPYE	werner.coppye@3E.eu
10.EU-JRC	Maria Arminda MACHADO	arminda.machado@ec.europa.eu

**Any questions  
on administrative issues?**

## 2) Financial issues



## A3: Budget Breakdown

Project Number <sup>1</sup>	262892	Project Acronym <sup>2</sup>	ENDORSE
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One Form per Project

Participant number in this project <sup>11</sup>	Participant short name	Fund. % <sup>12</sup>	Ind. costs <sup>13</sup>	Estimated eligible costs (whole duration of the project)					Total receipts	Requested EU contribution
				RTD / Innovation (A)	Demonstration (B)	Management (C)	Other (D)	Total A+B+C+D		
1	ARMINES	75.0	A	661,999.85	24,852.75	57,061.00	52,855.30	796,768.90	0.00	618,842.57
2	DLR	75.0	A	709,242.00	119,336.00	2,000.00	12,967.00	843,545.00	0.00	606,566.00
3	iCons	75.0	F	101,760.00	0.00	0.00	258,720.00	360,480.00	0.00	335,040.00
4	TSV	75.0	A	189,911.00	93,520.00	0.00	62,097.00	345,528.00	0.00	251,290.00
5	Flyby	75.0	T	119,440.00	33,280.00	0.00	13,600.00	166,320.00	0.00	119,820.00
6	HS Ulm	75.0	T	66,280.00	7,840.00	0.00	18,240.00	92,360.00	0.00	71,870.00
7	Unige	75.0	T	66,268.80	13,955.20	0.00	0.00	80,224.00	0.00	56,679.20
8	ENTPE	75.0	F	87,600.00	38,040.00	0.00	16,320.00	141,960.00	0.00	101,040.00
9	3E	75.0	S	157,867.00	36,616.00	0.00	14,708.00	209,191.00	0.00	151,416.25
10	EC - JRC	75.0	T	86,390.40	42,857.60	0.00	10,715.20	139,963.20	0.00	96,936.00
<b>Total</b>				<b>2,246,759.05</b>	<b>410,297.55</b>	<b>59,061.00</b>	<b>460,222.50</b>	<b>3,176,340.10</b>	<b>0.00</b>	<b>2,409,500.02</b>

Note that the budget mentioned in this table is the total budget requested by the Beneficiary and associated Third Parties.

**Max. EC Contribution = 2 409 500,02 €**

# Funding rates per activity

**RTD**

**75%**

**DEMONSTRATION**

**50%**

**MANAGEMENT**

**100%**

**OTHER**

**100%**

*WP101*

*WP6*

*WP102*

*WP7*

*WP2*

*WP8*

*WP3*

*WP4*

*WP5*

*WP9*

- Payments will be made according to the **Payment Plan** (Attachment 7 to the CA)
- The scheme for payments was calculated to **avoid** any partner to have a **negative cash-flow**
- Nevertheless, intermediate payments will be made according to indicators :
  - **Scientific** : Has the corresponding work been done for the period ?
  - **Financial** : Has the money already distributed been spent/justified ?
  - Did the partner **fulfill all its contractual obligations** (delivery of products, deliverables, cost statements, contribution to periodic reports, etc.) ?

# Payments : 1st Year

**85 %**

**15 %**

	<b>1st Payment : 85% of the Pre- financing January 2011</b>	<b>2nd Payment : 15% of the Pre- financing February 2012</b>	<b>TOTAL transferred for the first reporting period</b>
01 ARMINES	253 394 €	44 717 €	298 111 €
02 DLR	282 117 €	49 785 €	331 903 €
03 iCons	94 468 €	16 671 €	111 139 €
04 TSV	62 688 €	11 063 €	73 751 €
05 Flyby	51 166 €	9 029 €	60 196 €
06 HS Ulm	26 970 €	4 759 €	31 729 €
07 Unige	21 994 €	3 881 €	25 875 €
08 ENTPE	37 431 €	6 605 €	44 036 €
09 3E	68 798 €	12 141 €	80 939 €
10 EU JRC	33 928 €	5 987 €	39 916 €
<b>TOTAL</b>	<b>932 955 €</b>	<b>164 639 €</b>	<b>1 097 594 €</b>

**Pre-financing = 160% of the average annual budget – 5% for the guarantee fund**

# Payments : 2nd Year

	<b>85 %</b>	<b>15 %</b>	
	<b>3rd Payment 85% of the 1st interim payment June 2012</b>	<b>4th Payment 15% of the 1st interim payment February 2013</b>	<b>TOTAL transferred for the second reporting period</b>
01 ARMINES	174 809 €	30 849 €	205 658 €
02 DLR	181 906 €	32 101 €	214 007 €
03 iCons	39 565 €	6 982 €	46 547 €
04 TSV	45 855 €	8 092 €	53 947 €
05 Flyby	35 162 €	6 205 €	41 367 €
06 HS Ulm	18 765 €	3 312 €	22 077 €
07 Unige	15 252 €	2 691 €	17 943 €
08 ENTPE	26 078 €	4 602 €	30 680 €
09 3E	47 021 €	8 298 €	55 319 €
10 EU JRC	23 780 €	4 196 €	27 977 €
<b>TOTAL</b>	<b>608 193 €</b>	<b>107 328 €</b>	<b>715 521 €</b>

**Intermediate payments = costs incurred, justified and accepted by the REA**  
**→ Within the limit of 90 % of the EC contribution**  
**(after validation of the Periodic Report by the REA)**

# Payments : 3rd Year

	<b>85 %</b>	<b>15 %</b>		<b>100 %</b>	
	5th Payment 85% of the 2nd interim payment June 2013	6th Payment 15% of the 2nd interim payment February 2014	TOTAL transferred for the third reporting period	FINAL PAYMENT June 2014	Total transferred at the end of the project
01 ARMINES	45 211 €	7 978 €	53 190 €	61 884 €	618 843 €
02 DLR	- €	- €	- €	60 657 €	606 567 €
03 iCons	122 273 €	21 578 €	143 850 €	33 504 €	335 040 €
04 TSV	83 693 €	14 769 €	98 463 €	25 129 €	251 290 €
05 Flyby	5 334 €	941 €	6 276 €	11 982 €	119 820 €
06 HS Ulm	9 246 €	1 632 €	10 877 €	7 187 €	71 870 €
07 Unige	6 114 €	1 079 €	7 193 €	5 668 €	56 679 €
08 ENTPE	13 787 €	2 433 €	16 220 €	10 104 €	101 040 €
09 3E	15 €	- €	15 €	15 141 €	151 415 €
10 EU JRC	16 448 €	2 903 €	19 350 €	9 694 €	96 936 €
<b>TOTAL</b>	<b>302 121 €</b>	<b>53 313 €</b>	<b>355 434 €</b>	<b>240 950 €</b>	<b>2 409 500 €</b>

**Final payment = the balance + the 5% of the Guarantee Fund (after validation of the Final Report by the REA)**

**Any questions  
on financial issues?**

## 3) Legal issues



**Consortium (*Article 1.1*)**

**10 partners from 4 Member states**

**Start Date (*Article 3*)**

**January 1<sup>st</sup> 2011**

**Total duration (*Article 3 & 4*)**

**36 months**

**Max EC Contribution (*Article 5*)**

**2 409 500,02 €**

**Pre-financing (*Article 6*)**

**1 117 739,28 € (160 % of the average annual financing – 5% of Max EC Contrib. for the guarantee fund)**

**Reporting Periods (*Article 4*)**

**P1 : from month 1 to month 12**

**P2 : from month 13 to month 24**

**P3 : from month 25 to month 36**



**Annex I**

**Description of Work**

**Annex II**

**General Conditions**

## GENERAL ASSEMBLY

**General Assembly = decision-making body of the Consortium**

**Composition: one representative of each Beneficiary → they must be authorised to deliberate, negotiate, and decide on all matters listed in Article 6.3.6 of the CA**

- Each member has one vote
- Quorum is two thirds of the members
- Decisions shall be taken by a majority of 75% of the votes
- Chairman (Coordinator) : Lucien WALD (Armines-CEP Sophia)
- Frequency of meetings: at least 2 meetings per year, extra meetings possible

**Decisions taken will be described in the minutes of the meeting sent by the Coordinator to the partners**

## COORDINATOR

Intermediary between the beneficiaries and the REA

## MANAGEMENT TEAM

Composition: Scientific Coordinator + AFL Manager

- Will be in charge of the implementation of the project and of monitoring the project
- Will report to the REA Project Officer and closely with the WP Leaders

## ADVISORY BOARD

Composition: experts in the field of renewable energies and Earth observation

- Will give advice to the General Assembly on the progress of the work

# Grant Agreement and Consortium Agreement Status

Partner	FormA (GA)	CA
01.ARMINES	N/A	OK
02.DLR	OK	OK
03.iCons	OK	OK
04.TSV	OK	OK
05.FlyBy	OK	OK
06.HS ULM	OK	OK
07.UNIGE	OK	OK
08.ENTPE	OK	OK
09.3E	OK	OK
10.EU-JRC	PENDING	OK

**No Pre-financing  
will be sent to  
partners who have  
not signed the  
FormAs and the CA**

**Any questions  
on legal issues?**

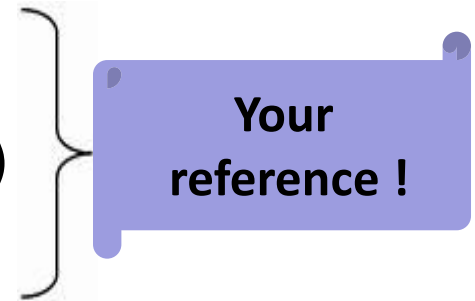
## 4) Periodic reporting

PERIOD 1	PERIOD 2	PERIOD 3
1 JAN 2011/ 31 DEC 2011	1 JAN 2012/ 31 DEC 2012	1 JAN 2013/ 31 DEC 2013
<i>Periodic Report</i>	<i>Periodic Report</i>	<i>Final Report</i>
<i>8 Deliverables</i>	<i>16 Deliverables</i>	<i>28 Deliverables</i>
<i>Cost statements</i>	<i>Cost statements</i>	<i>Cost statements</i>

- Deliverables → At the **date mentioned in the DoW**
- Periodic and Final Reports → **60 days** after the end of the period
- The REA has **105 days** to evaluate the reports and proceed to the next payment → no **tacit approval**

- Reference documents :

- The **Grant Agreement**
- The **Description of Work** (DoW-Technical Annex)
- The **Consortium Agreement**



- **EC guidelines and templates** : financial rules, guide for certificates, Form C etc.



## Periodic Report Structure

## EC Platform

## WHO?

Declaration coordinator	SESAM	Lucien
Publishable Summary	SESAM (upload pdf)	Lucien
Period objectives / work progress	SESAM (upload pdf)	All partners
Project management	SESAM (upload pdf)	Sophie
Use of resources	SESAM	Sophie + partners
FormC	FormC Editor	Sophie + partners

Period ends



**Max 60 days**



Submission to REA

## Required information/documents :

- Person-months : table PM → to be completed per WP (electronic version only)
- Resources : table resources → to be completed per WP and per budget item (electronic version only)
- Cost statement – Form C → to be completed online (FormC Editor)
- Scientific input per WP to Lucien and the WP Leaders
- All these data will be implemented in the Periodic Report.

## Intermediate payments :

- according to the payment plan, the resources justified for the first period, the needs for the following period and the scientific progress (financial and scientific indicators for validation)

**Deadline to submit the Periodic Report : 60 days after the end of the period**

# Reporting – FormC

## FP7 - Grant Agreement - Annex VI - Collaborative Project

Form C - Financial Statement (to be filled in by each beneficiary)			
<b>Project nr</b>	262892	<b>Funding scheme</b>	Collaborative Project
<b>Project Acronym</b>	ENDORSE		
<b>Period from</b>	01/01/2011	Is this an adjustment to a previous statement ?	No
<b>To</b>	31/12/2011		
<b>Legal Name</b>		<b>Participant Identity Code</b>	nn
<b>Organisation short Name</b>		<b>Beneficiary nr</b>	nn
<b>Funding % for RTD activities (A)</b>		<b>If flat rate for indirect costs, specify %</b>	

### 1- Declaration of eligible costs/lump sum/flate-rate/scale of unit (in €)

	Type of Activity				TOTAL (A+B+C+D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs					0
Subcontracting					0
Other direct costs					0
Indirect costs					0
Lump sums/flat-rate/scale of unit declared					0
<b>Total</b>	0	0	0	0	0
Maximum EC contribution					
Requested EC contribution					

Other direct costs = Travels + consumables +  
equipment +  
Computing + other costs

Person-month Status table												
Contract n° : 262892		Person-month per Work package										
Acronym : ENDORSE												
Period : 01.01.11-31.12.11												
		TOTALS	P1 ARMINES	P2 DLR	P3 ICONS	P4 TSV	P5 FLYBY	P6 HS ULM	P7 UNIGE	P8 ENTPE	P9 3E	P10 EU-JRC
WP2	Planned WP	15,00	2,00	3,00	4,00	1,00	1,00	1,00	0,00	1,00	1,00	1,00
	Actual WP Period 1	0,00										
	Actual WP Period 2	0,00										

Planned WP	For the whole duration of the project
Actual TOTAL	For the first period
	WP Leader

You will indicate the number of PM incurred during the period for each WP

# Reporting – Resources table

Resources table												
Contract n° : 262892		Resources per Work package										
Acronym : ENDORSE												
Period : 01.01.11-31.12.11												
		TOTALS	P1 ARMINES	P2 DLR	P3 ICONS	P4 TSV	P5 FLYBY	P6 HS ULM	P7 UNIGE	P8 ENTPE	P9 3E	P10 EU-JRC
WP 2	Pers-Months	Planned WP	0,00									
		Actual WP	0,00									
	Personnel Costs	Planned WP	-									
		Actual WP	-									
	Travels and Subsistence	Planned WP	-									
		Actual WP	-									
	Consumables	Planned WP	-									
		Actual WP	-									
	Equipment	Planned WP	-									
		Actual WP	-									
	Computing	Planned WP	-									
		Actual WP	-									
	Subcontracting	Planned WP	-									
		Actual WP	-									
	Other costs	Planned WP	-									
		Actual WP	-									
	Overheads	Planned WP	-									
		Actual WP	-									
	TOTAL	Planned WP	-									
		Actual WP	-									
EC Financing	Planned WP	-										
	Actual WP	-										

**You will indicate the resources incurred per budget item and per WP  
The total amount declared should correspond to the total amount declared in your cost statement (Form C) !!**

**Table 3.1 Personnel, subcontracting and other major Direct costs items for Partner 1 : ARMINES**

Work Package	Item description	Amount	Brief Explanations
	Personnel costs	- €	
	Travels and Subsistence	- €	
	Consumables	- €	
	Equipment	- €	
	Computing	- €	
	Subcontracting	- €	
	Other costs	- €	
	Overheads	- €	
<b>TOTAL DIRECT COSTS</b>		- €	

**Automatic calculation taken from what you declared in the previous tabs (1 tab per WP)**

**You will give brief explanations of the costs incurred**  
**Mandatory table to include in the Periodic Report (Use of resources)!!**

**All partners** submit FormC online  
to Coordinator (on FormC Editor)

┆ ┆ ┆  
┆ ┆ ┆ →  
**Sophie** validates and submits FormCs to REA  
on FormC Editor

┆ ┆ ┆  
┆ ┆ ┆ →  
**Sophie** sends pdf generated by FormC Editor  
to partners for signature

┆ ┆ ┆  
┆ ┆ ┆ →  
**All partners** send signed and stamped FormC  
to Sophie

┆ ┆ ┆  
┆ ┆ ┆ →  
**Sophie** sends all signed FormCs to REA

**+ Audit certificate when Requested Contribution  $\geq$  375 000 € (ARMINES and DLR)**

To be eligible costs must be :

- **actual, economic** and **necessary** for the project
- determined in accordance with the **usual accounting principles** of the contractor
- incurred **during the duration of the project**
- **recorded in the accounts** of the contractor and must exclude indirect taxes, duties, interests, costs reimbursed in respect of another Community project
- not give rise to **profit**



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Instrument CP - Collaborative project  
Project Information 262892  
Username scousin

**Upload deliverable  
in pdf**

**Submitted deliverables**

WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Actual date	Status	Status Date	Action
<b>Deliverables in progress</b>													
WP n°	Deliverable N°	Title	Version	Lead beneficiary	Person months	Nature	Dissemination level	Document type	Delivery date from Annex I (proj month)	Forecast date	Status	Status Date	Action
2	1	Prime-users requirements for products and assessment protocol	0.0	ICONS S.R.L.	7.5	Report	RE		01/03/2011 (2 months)	01/03/2011	Pending		<a href="#">Upload</a>
2	2	Prime-users requirements for pre-market services and assessment protocol	0.0	ICONS S.R.L.	7.5	Report	RE		01/07/2012 (18 months)	01/07/2012	Pending		<a href="#">Upload</a>
3	1	A library for computing the relative position of the Sun and the Earth	0.0	ASSOCIATION POUR LA RECHERCHE ET LE DEVELOPPEMENT DES METHODES ET PROCESSUS INDUSTRIELS - ARMINES	2.0	Report	PU		01/03/2011 (2 months)	01/03/2011	Pending		<a href="#">Upload</a>
3	2	Report on the harmonization and qualification of meteorological data	0.0	DEUTSCHES ZENTRUM FUER LUFT - UND RAUMFAHRT EV	9.0	Report	PU		01/06/2011 (5 months)	01/06/2011	Pending		<a href="#">Upload</a>
3	3	Assessment of air temperature at 2-m height	0.0	UNIVERSITA DEGLI STUDI DI GENOVA	6.0	Report	PU		01/12/2011 (11 months)	01/12/2011	Pending		<a href="#">Upload</a>
3	4	Post-processing of surface solar irradiance	0.0	DEUTSCHES ZENTRUM FUER LUFT - UND RAUMFAHRT EV	11.0	Report	PU		01/06/2012 (17 months)	01/06/2012	Pending		<a href="#">Upload</a>
				ASSOCIATION POUR LA RECHERCHE ET LE									

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## Deliverables Upload

**Instrument** CP - Collaborative project

**Project Information** 262892

**Username** scousin

**Work package no** 2

**Title** Prime-users requirements for products and assessment protocol

**Related to a reporting period**

**Reporting period**

**Milestone no.** (Not available yet)

**Milestone name** (Not available yet)

**Lead beneficiary** ICONS S.R.L.

**Person months** 7.5

**Nature** Report

**Dissemination Level** Restricted to a group specified by the consortium (including the Commission Services)


**Delivery date from Annex I** 2  
Syntax: a number of months since the starting date of the project

**Deliverable Document Type**

**File Upload**

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**Any questions  
on the reporting procedure?**

**Thank you for  
your attention**

**All the best for the project !**

**Sophie COUSIN**

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