

Intelligent Energy



Europe

Intelligent Energy – Europe II

Contractual, Financial and Management Topics

Call for Proposals 2007

Executive Agency for Competitiveness and Innovation (EACI)

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Frequent Mistakes

- Management
- Reporting
- Financial Issues



Frequent mistakes - Management

- **Underestimation of effort** to kick-off a multi-national project (risks delay from beginning)
- **Lack of interaction at meetings** (too much presentations, presentations, presentations)
- **Unjustified increase of hours** to match budget **when actual staff costs are lower** than indicated in Contract Preparation Forms
- **Outdated website and/or overambitious website** which remains empty in many sections.
- Websites which are **not user friendly** but are used more as management tool
- **Poor final events** – low participation
- **Lack of effort to draw conclusions** at the end of the project (European added value)





Frequent mistakes - Reporting

- **Re-use of material** – you are **encouraged** to use existing material **but** respect two conditions:
 - ▶ Quote the references in a professional manner
 - ▶ do not charge again to the project
- **Badly documented activities**, e.g. communication & promotion – not able to substantiate the hours claimed, may result in reduction of accepted hours/costs
- **Publishable final report missing or not attractive**
- **Late delivery** to EACI due to delayed delivery of inputs from partners – discipline from partners needed





Frequent mistakes – Financial issues

- **Time sheets do not reconcile the full working time of a person**
- **Hourly rates in Contract Preparation Forms (CPF) are assumed to be agreed rates but are only estimates (see staff costs)**
- **Financial statements from organisations outside the EURO zone are presented in EUR instead of national currency**
- **Reporting period is wrongly referenced on financial statement**
- **Copies of invoices are missing when submitting financial statement**
- **Reference to the project on invoices of subcontracts is missing**





Tips

- **Read the contract**
- **Take your contract / work programme seriously and follow them carefully**
- **Keep regular contact with your Project Officer**
- **Inform your Project Officer well in advance about project meetings**
- **Always put the Financial officer in copy when the issue at stake has contractual or financial implications**
- **Ask, if you are not sure**
- **Inform your project officer of achievements you are proud of, news to spread etc. (during and after the end of the project)**

and last but not least

Enjoy the common learning and exchange across Europe !



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Thank you for your attention