

NFP Workshop

JA CraNE, EU4H

Project management and reporting process

2023

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This presentation is part of the action "NFP4Health"
which has received funding from the European Union's Health
Programme (2014-2020) under grant agreement No 101035965.



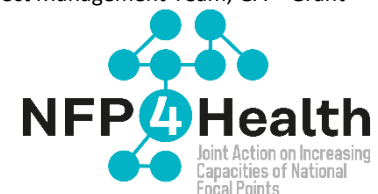
1. Project Management tools

1. Consortium agreement (signed prior to the official start of the JA, arrangement of transfer of EU funds to CA and AE; declaring rights and obligations, decision making process & governance structure, results ownership, access rights, financial provisions);
2. Project Management platform 4PM - online platform for monitoring projects processes and accessing documentation
3. General documents and internal policies (published M1-2):
 - Project policy (M1)
 - Official presentation and visual identity, leaflet (M1-3)
 - Intranet (& User's Guide – available as soon as possible)
 - GANTT charts (ongoing)
 - Project partners contact list (ongoing)
 - Management of F&T Portal Continuous reporting (M1-2)
 - Milestones and Deliverables
 - Dissemination and events table
 - Financial policy and other manuals on financial reporting (M1)

Legend of acronyms: COO = Coordinator, CA = Competent Authority; AE = Affiliated Entity, P.O. = Project Officer HaDEA; PMT = Project Management Team, GA = Grant Agreement, AGA = Annotated Grant Agreement



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Project Policy

Definitions:

- Joint Action Management and Meeting Structure,
- Joint Action Communications Structure and
- Joint Action Reporting and Financial Management Structure

Roles and responsibilities:

- Joint Action distinguishes between different types of partners (Associated partners, Stakeholders, Subcontractors)
- Representatives of external stakeholders may participate in specifically designated meetings of each Work Package

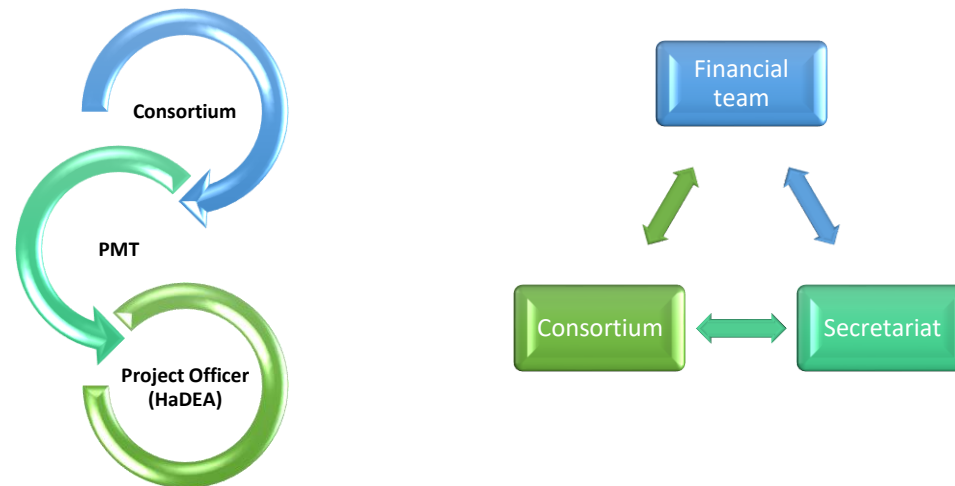


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Project Management Team:

- Is an internal working group of administrative, financial and scientific support, who deals with operative and content related day-to-day issues of the Joint Action. The team is comprised of the Project Manager, Scientific Coordinator, Financial Officer (1 person - full time), Secretariat (1 person - full time), Communications Officer, Legal Officer and senior/junior researchers.



In addition to this:

- Involvement of Accounting, HR and Procurement departments:
 - Accounting dep. - must have all available financial information and supporting documents
 - HR department –who is staff, components of salary
 - Procurement - contract management with third parties, applicable procedures



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The Steering Committee (SC):

- is the main oversight body of the Joint Action;
- monitors the overall progress of the JA & accepts action plans on specific issues;
- discusses scientific issues as well as administrative issues linked to the implementation of the content actions;
- close operational team of roughly 15 people;
- usually meets twice per year;
- **members of SC:** PMT, WPL, representative of the EC (HaDEA/DG Sante), other invited experts if necessary.

The Joint Action/Consortium/General Assembly (GA):

- representatives of **competent authorities and affiliated entities** and the **PMT**;
- with **Associated Partners** and possibly representatives of **other related projects and initiatives**;
- provide a venue where all partners can meet;
- discuss progress on JA objectives and where various **practical and administrative issues** are presented.

Governmental Board under WP4: representatives of Member states;

Other meeting structures: **key conferences** within the JA, in close cooperation with WP2;

Stakeholder forums.



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Intranet

- Password protected network, where team members can access templates, visual materials, upload final reports and meeting documents (responsibility of each WPL), while at same time work on joint documents and discuss various topics of the JA;
- Intranet page manual;
- Agreement on the rights to access the intranet.

The intranet on the 4PM platform enables [CraNE](#) partners to access the documents, such as:

General documents

Project Policy and Financial Policy,
GANTT Charts with detailed timeline of all activities,
Current state of play for all milestones and deliverables
Partners' contact list,
Official Project PPT Presentation

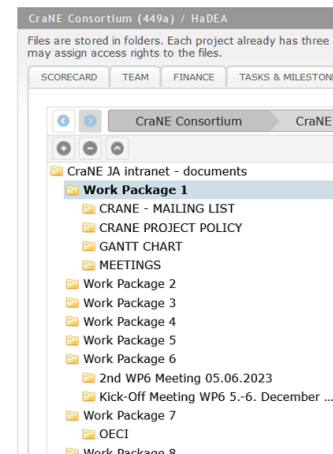
Content of the specific Work Package

Deliverables, milestones, final reports,
Meeting documents,
Working documents

Project's Visual Identity

Logos and Icons,
Templates,
Guidelines,...

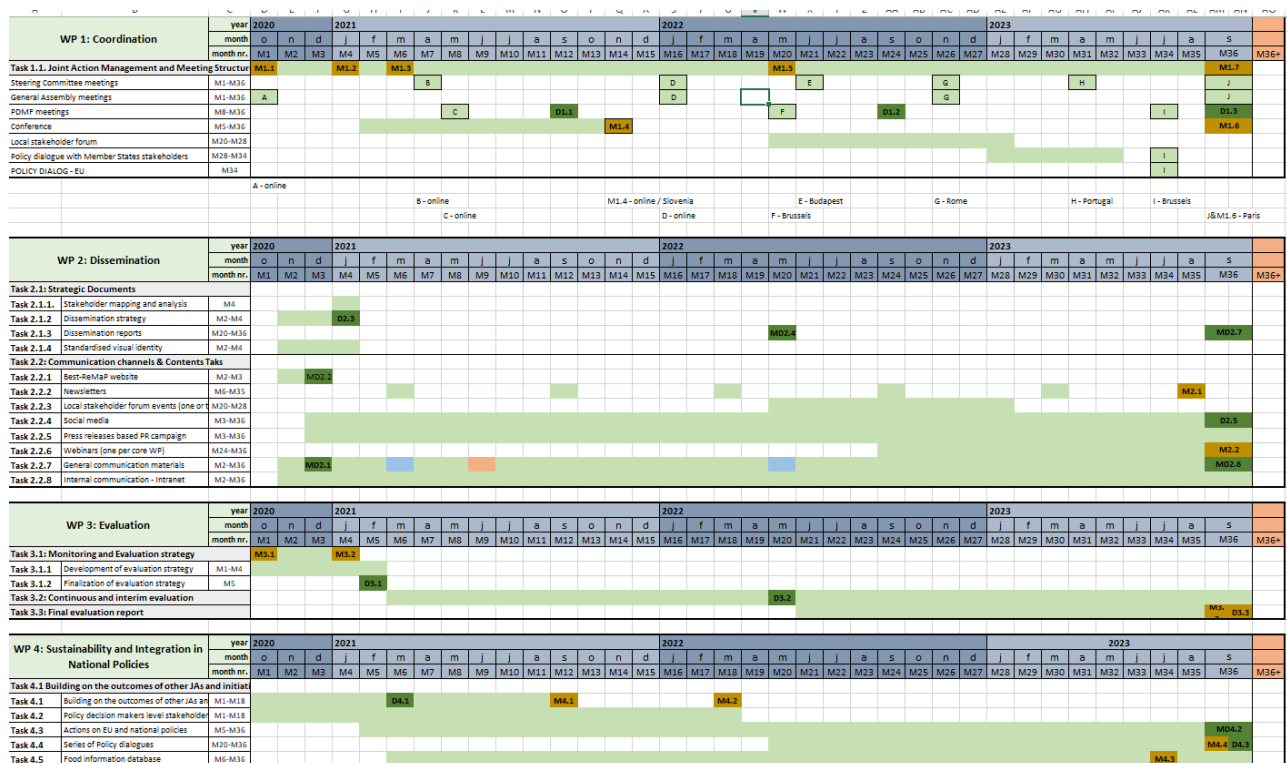
Photo Library



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Gantt chart

- A GANTT chart is created by the Project Management Team.
- WPLs are asked to provide input and data for the activities of their WPs.
- The GANTT chart is updated monthly by the Project Management Team and Work Package Leaders.

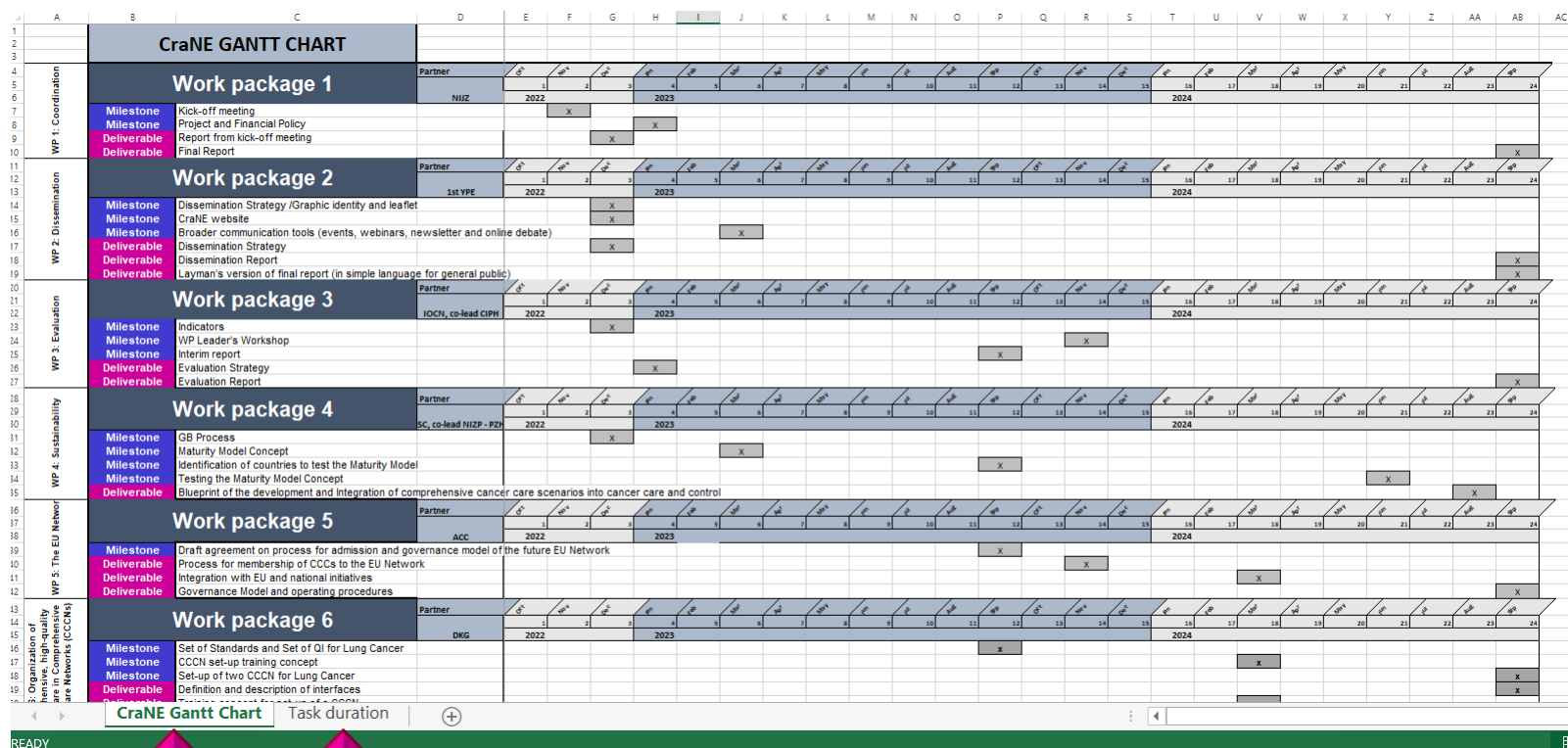


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Management of F&T Portal Continuous reporting

Deliverables and Milestones - Follow up (risk mitigation):

- Excel file
- Click-Up tool



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- Deliverables:
 - uploaded onto the F&T Portal - COO review visual, technical and content
 - In case of delay – inform P.O.
 - Justification
 - If approved you have to deliver as agreed
- Milestones:
 - Check the completion of the milestones on the F&T Portal

Grant Management

Project Continuous Report

- Dissemination events & communication:
- lessons learned: follow up at least every 3 months by WP1 or WP2 team

Activities (from 1 April 2022 until 30 September 2023)	Date	Place	Organizer / Presenter / Event leader / Author	Title	List of materials	reach scientific	reach industry	reach civil society	reach general public	reach policy makers	reach media	reach others	work effort done for the activity (estimation in hours)	other costs (e.g. catering/venue costs, registration fees, Zoom licence costs, etc.)
Organisation of a Conference														
2. conference	24.05.2023	Brussels, Belgium	NIJZ	Policy decision making forum		34								8841,07
3. conference	22.9.2023	Brussels, Belgium				21			1	6			50	960
4. conference	14.-16.6.2020	Brussels, Belgium				100				24	2		100	20000
Participation to a Conference														
1. conference	10.-12.1.2023	Lisbon, Portugal				30							68	
2. conference	May 2023	online				10	3		1	2			20	
3. conference	June 2023	Oslo, Norway											10	
4. conference	nov.22												5	
5. conference	jun.23	hybrid											12	
6. conference	6.03.2023												10	
7. conference	january 2023												9	
8. conference	June 2022												14	
9. conference														
Exhibition (at a Conference)														
1. conference														
2. conference														
3. conference														
Organisation of a Workshop														
1. workshop	10.2.2023	Online				25							20	
2. workshop	26.27.9.2023	Oslo, Norway				30							30	7647,62
3. workshop														
4. workshop														
5. workshop														
6. workshop														
Participation to a Workshop														
1. workshop	11.12.2023	Cyprus										10	20	
2. workshop	5.12.2022	online											10	
3. workshop	20.03.2023	online											10	

Financial policy - content



CraNE Joint Action

Joint Action: Network of Comprehensive Cancer Centres: Preparatory activities on creation of National Comprehensive Cancer Centres and EU Networking

GA no. 101075284

Financial Policy

CraNE JA Financial policy v0.2

March 2023



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2. Management of meetings, committees and other bodies

- Kick-off meeting (M1);
- PMT meetings (once a week);
- WPL meetings –organized by WP1 when necessary;
- Regular meetings within WP partners (WP 4 – WP...,monthly, bimonthly);
- Project Officer meetings: regular and open communication with PO



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- Meetings of the Steering Committee/ Executive body:
 - WPLs + HaDEA/EC/DG SANTE... + any other major partner on the project, depends on the needs
 - Organized by WP1
 - More content oriented
 - WP state-of play
 - Major/open issues
 - Recommendations among WPLs
- Meetings of the Consortium (Joint Action meeting/ General Assembly meeting – all CA + AE):
 - Open issues
 - WP state-of-play
 - Next steps
 - Presentation of budget progress report per partner per WP, cost category,
 - Upcoming deadlines and meetings scheduled per WP



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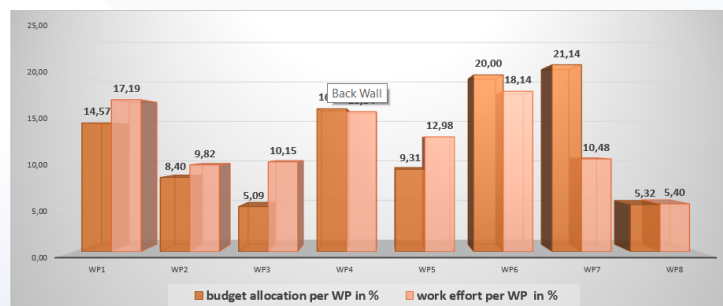


3. Financial management of the project

Main lessons learned:

- Ascertain that the project expenditure is in line with GA, in accordance with eligibility rules and work performed;
- Monitor the usage of resources and eligibility of reported costs => why?
- Monitor the changes in partners estimated budget tables;
- Communicate the results to SC/executive body and General Assembly/Consortium

Budget vs work effort distribution per WP



- PMT is central point for partners questions, challenges, help them understand GA reporting rules, if not clear, engage P.O.;
- Start preparing supporting documentation from **DAY 1**.



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Role of financial officer/team - “big picture”:

- Calculation of eligible EC pre-payment, interim payment, payment of the balance, manages potential recoveries;
- Launch of Financial policy and other guidelines; at the kick-off/M1;
- Communication with project partners in regards to the budget changes, deviations in monthly costs, PMs, other changes in tasks or planned costs that entail an amendment of the budget breakdown, etc.;
- Evaluation of internal interim financial reporting & overview of the project expenditure (over-spending/under-spending) and other deviations, potential relocations of costs/activities and/or planning of new activities, necessary for the implementation of the GA;
- Effective redistribution of unaccomplished tasks and the budget in case of underspending (budget flexibility per GA rules);
- Submission of Periodic/Final report financial part (evaluation, corrections, suspension of payment).

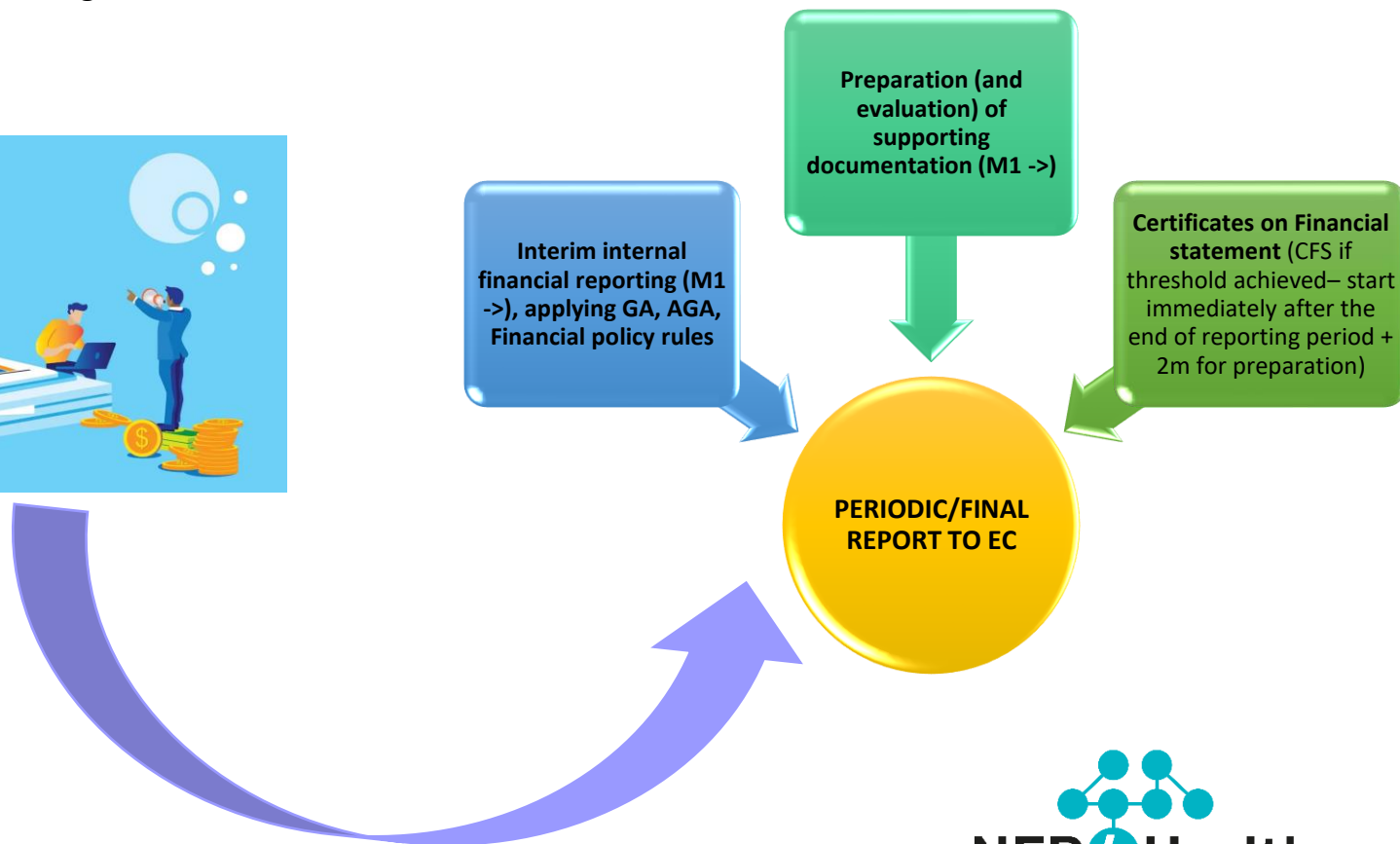


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Ongoing processes of financial management:

- A. Interim financial reporting to COO
- B. Periodic/Final reporting via F&T Portal



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A. Interim financial reporting to COO

Submitted every 6 months via 4pm project management software:

- overview of budget consumption on the level of Consortium;
- planning further consumption of the remaining budget,
- depository platform for necessary supporting documentation
- personalized login credentials for each financial officer for their team only,
- analysis of the budget consumption for each beneficiary's internal use,
- automatically generated timesheets
- planning of potential re-locations during the JA;
 - towards the end it is too late for the effective redistribution of unaccomplished tasks and resources, also important in case of launching an Amendment,
- **getting ready for the Periodic/Final reporting to EC;**

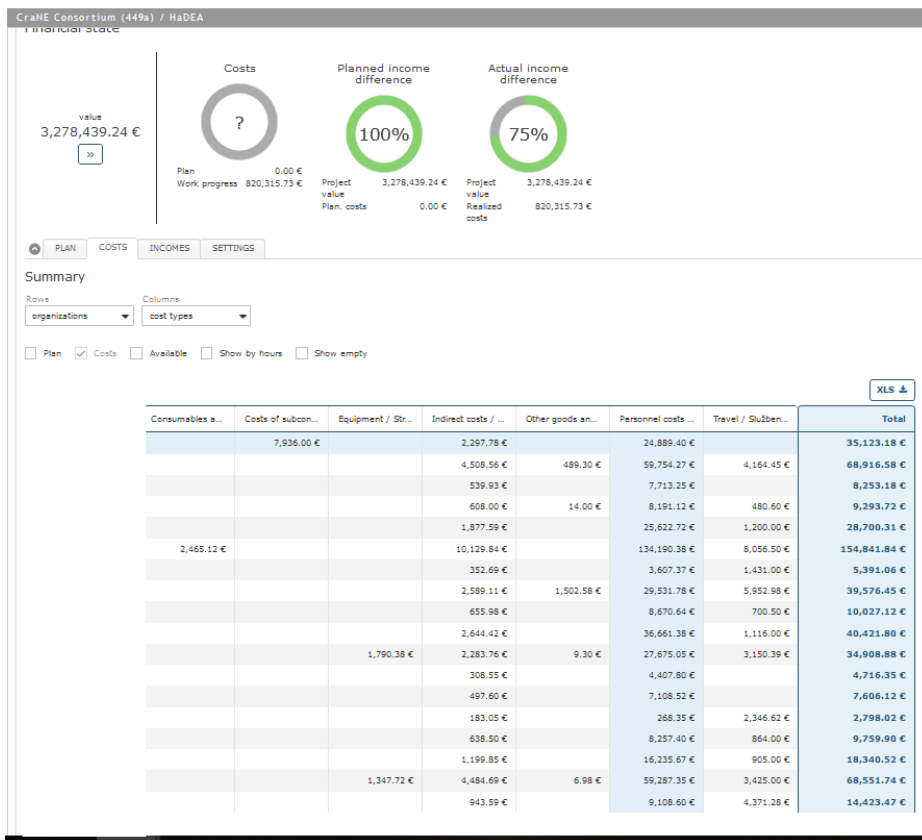
COO should have accurate information on the usage of resources, on the deviations between the planned PM and real one, in the consumption of the budget per WP/cost category (explaining the use of resources) and correlation of PM worked in each WP.



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Evaluation of interim financial reporting



	Supporting documents	
	Mandatory when submitting Financial report to EC and for internal financial reporting	Keeping supporting documents within beneficiary's internal documentation (5 year retention period)
Staff costs	Original timesheets, dated and signed monthly per each team member	salary slips, proof of payments, contracts of employment, other documents (social security legislation, beneficiary's internal rules ...) calculation of daily rate
Subcontracting costs	Original contracts with subcontractors, original invoices	call for tender, tenders (if applicable), justification for the choice of subcontractor, declarations by the beneficiary, proofs of payment, other documents: e.g. national rules on public tendering if applicable
Travel costs	Original transport (train or plane) invoices and tickets, boarding passes	the beneficiary's internal rules on travel, declarations by the beneficiary, other documents (proofs of attendance such as minutes of meetings, reports, etc.), proofs of payment
Subsistence allowances	Original hotel invoice, taxi, metro invoice, etc.	
Equipment costs	Original invoice, calculation of equipment depreciation	delivery slips / certificates of first use, proofs of payment
Other goods and services	Original invoices	proofs of payment, other relevant accounting documents



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Timesheet example

FUI

Project Reference	CraNE
Contract Number	101075284
Name of Beneficiary	NIJZ
Name of staff member	Nataša Voje
Calendar Year	2023
Calendar Month	11
Time unit	hour

Work package	WP Description	Work time
WP1	WP1	34.00
total		34.00

Work package	Task Description		Work time
WP1	WP1	WP1- Coordination	34.00
total			34.00

	Date	WP	Task	Work Description	Work Time
1	06.11.23	WP1	WP1		2.00
2	06.11.23	WP1	WP1	test	8.00
3	07.11.23	WP1	WP1	test	8.00
4	08.11.23	WP1	WP1	test	8.00
5	09.11.23	WP1	WP1	test	8.00
total					34.00

Date	Date
Signature of staff member	Signature of Project Manager/Coordinator/Responsible



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Potential risks & mitigation measures:

- Risk: partners will not report their costs after each reporting period, or their costs are incomplete, missing supporting documentation, absence of person in charge of finances;
- Mitigation measure:
 - one-on-one **online financial webinars** for financial officers or team members in charge of project reporting; webinars focus on financial rules within this Joint Action, on financial reporting and preparation of supporting documentation and on the usage of 4PM platform;
 - get to know the people “on the other side”, explain why this is important for COOs and for the rest of the consortium, explain that only thorough and complete budget progress overview will enable us to relocate funds in case any of the beneficiaries would need them, of course if it is justifiable;
 - if needed, COO can also visit the partner in-person, recommended for CA’s with many AE partners.



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B. Periodic/Final reporting via F&T Portal

- COO gathers information and submits the report(s) to the portal;
- WPLs communicate with their work package partners and compile the report and send their full Work Package report to the Coordination Team ;
- Final report includes:
 - technical report (prepared by WP leaders and PMT), Periodic/ Final Technical report; Summary of publication; External and Internal risks; Dissemination activities; Questionnaire – PMT level; explanation of the use of resources, deviations from Annex 1;
 - financial report: individual financial statement from each beneficiary for themselves and for their affiliated entities if any,
 - a certificate on the financial statements, if requested EU contribution to costs **≥ 325.000,00 €** (depending on the GA)
 - the cumulative amount of EU contributions it requests as reimbursement of actual costs and the maximum EU contribution,
 - supporting documentation and other applicable justifications of costs incurred.



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Periodic Reporting
REP-951202-2 - period
01/04/2022 > 30/09/2023


10 Oct 2023


Draft Submitted Observations Paid





 **Technical Part** contribution








 **Financial Part** NIJZ [PIC 948891346]






 **Periodic Report** composition






Process documents



Process communications



Process history



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F&T submission: Financial part

SyGMA - System for Grant Management - Mozilla Firefox

https://ec.europa.eu/research/participants/grants-app/reporting/REP-761307-1/PeriodicReportForm/finStatement/948891346?restartApplication=

Grant Management

Project Periodic Report

761307 (CHRODIS-PLUS) HP-PJ

Beneficiary 26: NIJZ
Legal Name: NACIONALNI INSTITUTE ZA JAVNO ZDRAVJE
PIC: 948891346 Status: VALIDATED
Legal Address: TRUBARJEVA CESTA 2, 1000, LJUBLJANA
Slovenia

Financial Statement

Financial information from contract

No contribution requested? ☐ Yes ☒ No

Financial Statements

Period	Adjustment	Requested Contribution
01 Sep 2017 - 28 Feb 2019 (Period No. 1)	No	0.00 €

Financial Statement for period '1' - (01 Sep 2017 - 28 Feb 2019)

Eligible costs:

Cost Category	Total	Actions
a) Direct personnel costs declared as actual costs	0.00 €	
b) Indirect costs (= total - (a + b + c))	0.00 €	
c) Other direct costs	0.00 €	
d) Total costs (= a + b + c + d)	0.00 €	
e) Requested EU contribution (project-level reimbursement rate: 80%)	0.00 €	

Attachments:

Attachment	Actions	Template
1 Breakdown of direct costs	Upload (pdf) View document Delete document	Download template
2 Invoices related to these Financial Statements	Upload (zip,pdf,7z) View document Delete document	

Click the validation button to see whether you have filled-in all information correctly.

Validate

Personnel costs



A. Personnel costs				Costs (actual or unit costs)				
ATTENTION! Cost reporting must be done according to MGA (usually daily rates)				Type of rate (daily/other)	Rate (amount)	Time (days/other of work on the action)	Total (Currency)	Total (EUR)
				a	b	c=a*b		
WORK PACKAGE 1	COORDINATION							
	<u>A.1 Employees (or equivalent)</u>							
	Select a staff category	[name 1]		daily	0,00	0,00		0,00
	Select a staff category	[name 2]		daily	0,00	0,00		0,00
	Other							
	[category 1]	[name 1]		daily	0,00	0,00		0,00
	[category 2]	[name 2]		daily	0,00	0,00		0,00
	Total employees (or equivalent)							0,00
	<u>A.2 + A.3 Natural persons under direct contract and seconded persons</u>							
	Select a staff category	[name 1]		daily	0,00	0,00		0,00
	Select a staff category	[name 2]		daily	0,00	0,00		0,00
	Other							
	[category 1]	[name 1]		daily	0,00	0,00		0,00
	[category 2]	[name 2]		daily	0,00	0,00		0,00
	Total natural persons under direct contract and seconded persons							0,00

Health and
Digital
Executive
Agency



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Potential risks & mitigations:

Risk 1: partner fails to report their costs or costs are not accurate or complete, missing supporting documentation, absence of person in charge of finances:

- Mitigation measure: online financial workshop (2-3 hrs) with all partners with step by step presentation of the preparation and submission of the report or in person visit,
- 1 on 1 meetings (15 min) before the submission of the report are highly recommended

Risk 2: partner is inactive (does not report any costs and is not part of any WPs activities):

- Mitigation measure: one-on-one meeting with partner, inclusion of WP leaders, finding solution for minimal inclusion, relocation of tasks which could not be performed by the inactive partner and corresponding budget to other partner(s);

Risk 3: partner does not prepare a CFS or will not be able to submit the financial report including CFS before the deadline:

- Mitigation measure: ask for permission to submit without CFS or extend the deadline for submission to EC; include P.O.



4. Amending the Grant Agreement

- Inclusion of all partners, submission onto the F&T Portal on behalf of the Consortium;
- Collection and coordination of all the changes of the GA, Part A and B;
- COO must have a good overview over the budget consumption and completion of tasks, specially in case of a request for an extension of JA; consider extra funding for coordination and also for leading other WPs;
- Preparation of justifications for changes, such as:
 - change of Annex 1 Part A – description of the action (changing the scope of the action),
 - adding new subcontractor,
 - extending the duration of the JA (financial projections and simulations of the consumption in each case scenario),
- HaDEA evaluation and ping-pong process.



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4. Estimation of budget re-arrangements for 6- and 9-month extension scenarios

BUDGET RE-ARRANGEMENTS (€)	CURRENT STATUS		6-MONTHS EXTENSION		9-MONTHS EXTENSION	
	TOTAL GA AMOUNT AVAILABLE	M1-M24 BUDGET SPENT	BUDGET RE-LOCATION	NEW TOTAL GA AMOUNT	BUDGET RE-LOCATION	NEW TOTAL GA AMOUNT
Personnel category	3.746.120,8	2.079.683,9	-106.674,01	3.639.446,8 ↓ - 2,8 %	+ 209.960,4	3.956.081,2 ↑ + 5,31 %
Subcontracting	441.000	136.223,44	+50.000,0	491.000 ↑ + 11,33 %	+50.000,0	491.000 ↑ + 11,33 %
Travel & subsistence costs	817.435,50	341.416,74	-351.078,76	466.356,74 ↓ - 42,95 %	- 288.610,47	528.825,03 ↓ - 35,3 %
Equipment costs	17.400	6.812,04	0	17.400	0	17.400
Other goods and services	235.053,01	94.454,66	- 69.755,35	165.297,66 ↓ - 29,7 %	-69.755,35	165.297,66 ↓ - 29,7 %
TOTAL DIRECT ELIGIBLE COSTS	5.257.009,3		2.120.910,42	4.779.501,2	2.500.013,12	5.160.338,05
INDIRECT ELIGIBLE COSTS	367.990,65	186.101,35	148.463,73	334.565,08	175.000,92	361.223,66
TOTAL ELIGIBLE COSTS	5.624.999,9	2.844.692,11	2.269.374,15	5.114.066,26	2.675.014,04	5.521.561,7
%		50,6%	BUDGET LOSS:	510.933,71 (9,08%)	BUDGET LOSS:	103.438,71 (1,84%)

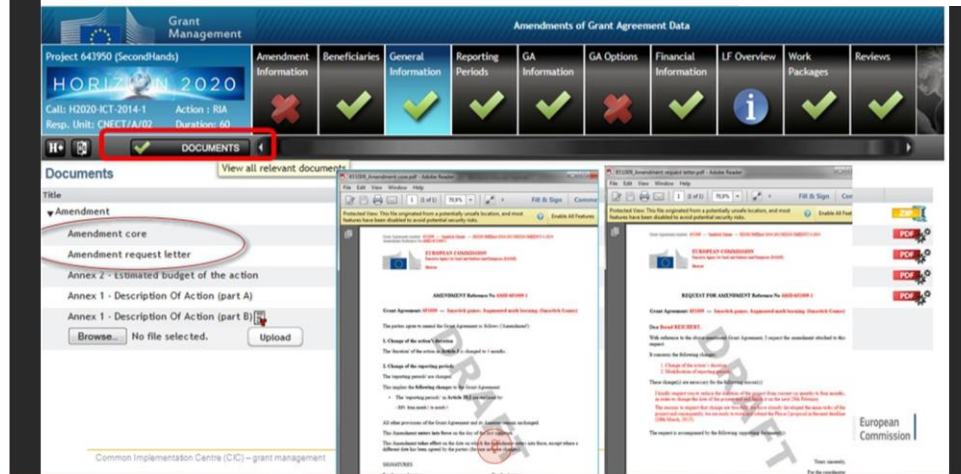
The amendment process

Step 2 – preparation

The amendment request formally consist of two documents

Conclusions:

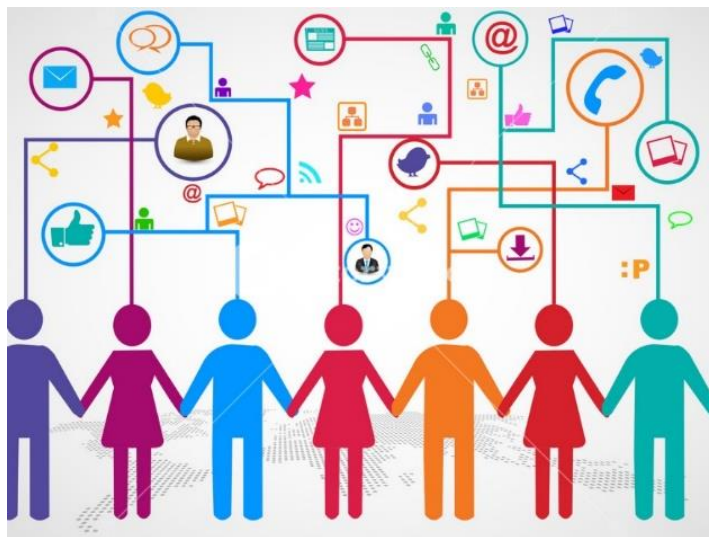
- Levels of budget loss in both extension scenarios are mainly the result of COVID-19 pandemic outbreak.
- Level of budget consumption in both scenarios is connected to the possibility of gaining more time to perform all planned activities. This will be more effectively achieved with additional 9 months than with additional 6 months in the aspect of **better quality of results, completion of all planned tasks and deliverables and smaller budget loss in cancer control.**



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Final remarks:

- **Approachable, time-efficient and problem-solving**
- **Communication, communication, communication**



Thank You!



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