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ENIGMA

Management, administrative & financial issues

ENIGMA Kick-off meeting January 30-31, 2017 - Paris

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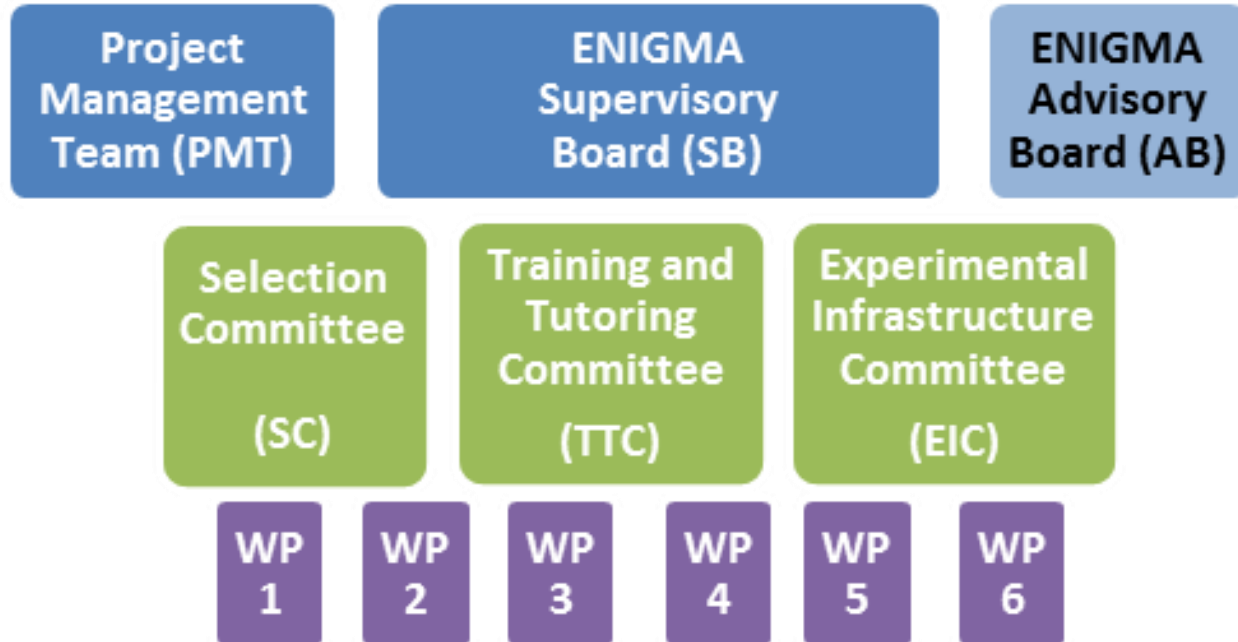
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I. Management structure

I Management structure overview



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I Management structure: the Coordinator



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- ❑ **Philippe Davy, CNRS**
- ❑ **Main responsibilities:** (with the support of the Project Manager)
 - ✓ Support all the Partners for day-to-day management and administrative matters,
 - ✓ Unique contact point between the EC and the Consortium,
 - ✓ When necessary to request for amendments,
 - ✓ To distribute the EC grant towards the partners,
 - ✓ To send to the EC the contractual deliverables as set in DoA,
 - ✓ Monitor compliance by Beneficiaries with GA.
- ❑ **Project manager : Marie-Françoise Gérard, CNRS**
- ❑ **Main role:** facilitate your work

Assist the Coordinator with formal and financial issues:

- ✓ agenda of meetings and workshops,
- ✓ Communication inside and outside the Consortium
- ✓ Reporting process,
- ✓ Facilitates all the hosting activities.

I Management structure: the Supervisory Board



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□ Composition:

- Chairman: Philippe Davy, CNRS (coordinator)
- Members :One representative of each beneficiary
- The ESRs, shall send two representatives, elected yearly, to the Supervisory Board. The elected representative will attend the meetings without voting rights.
- The Partner Organisations (PO), being involved in the Project's training programme (i.e offering secondment opportunities for the ESRs), may take part in the Supervisory Board, on a voluntary basis and without voting rights:

I Management structure: the Supervisory Board



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Main role: decision-making body of the Consortium

- ✓ Monitor the project progress,
- ✓ Coordinate protection of project intellectual property,
- ✓ Agree on the inclusion on new partners and withdrawal of a Party,
- ✓ Propose changes to the Grant Agreement to be agreed by the European Commission,
- ✓ Changes to the Consortium Plan (including the Consortium Budget),
- ✓ Adopting measures to solve conflicts
- ✓ Deciding on the allocation of financial resources
- ✓ Termination of the Project and/or the Consortium Agreement.

Voting rules and quorum:

- ✓ The Supervisory Board shall not deliberate and decide validly unless eight elevenths (8/11) of its Members are present or represented (quorum).
- ✓ Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

I Management structure: The Selection Committee



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- ❑ **Composition:**
 - 7 persons from the SB

- ❑ **Main role:** Coordinate the recruitment process

- ✓ Compliance of the ESR recruitment process with the relevant guidelines.
- ✓ It will favour the integration of the ETN fellows within the network, and to increase the ESR awareness of job opportunities within the European Research Area.
- ✓ They will meet at the beginning of the project very regularly through videoconferences and then will organise sessions during annual meetings.

I Management structure: The Training and Tutoring Committee



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- ❑ **Composition:**
 - 8 persons from the SB

- ❑ **Main role:** Coordinate the training activities

- ✓ Supervision of Personal Career Development Plan
- ✓ Organization of the secondments
- ✓ Resolution of conflicts

I Management structure: The Experimental Infrastructure Committee



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□ Composition:

- 6 persons from the SB
- 3 experts from the Advisory Board

Main role: to manage efficiently the link between the ESR projects and the long term experimental sites where the new technologies and methods will be tested.

- ✓ The committee will gather every six months to discuss the planning of the field tests and identify opportunities for experimental synergies between ESR projects, and with on-going activities on the experimental sites.
- ✓ The EIC will ensure that the produced data are stored in the network database and made available to the scientific community in reasonable delays.

I Management structure: the External Advisory Board



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□ Composition:

- ✓ External experienced researchers in the field of hydrogeology, geophysics, and environmental sensor development

□ Main role:

- ✓ Consulting the SB on strategic planning of the research and training schedule
- ✓ Consulting the SB on dissemination and exploitation activities.
- ✓ Advising on gender aspects at the recruitment process and during key project meetings

I Management structure: the Work Package Leaders



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❑ **Composition:**

- WP1: CNRS
- WP2: FZJ
- WP3: UCPH
- WP4: UNIL
- WP5: EKUT
- WP6 : ULG
- WP7 : CNRS

❑ **Main Role:** technical follow-up of the project

- ✓ Control the progress of the work,
- ✓ Manage dedicated meetings,
- ✓ Consolidate inputs from partners for technical reporting,
- ✓ Coordination of the WP reporting (management report, validation of deliverables...),
- ✓ Timely submission of deliverables,
- ✓ Interactions with other WPs,

I Management structure: Partner organisations



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- ❑ **Main Role:** Training aspects

- ✓ They will provide additional training aspects
- ✓ They will host secondments for the ESRs



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II. Contractual management

I Content of the Grant Agreement:



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- Core Grant Agreement: N°722028**
 - ✓ 11 Beneficiaries
 - ✓ Start date: 1st January 2017 & Duration: 48 Months
 - ✓ 2 Reporting Periods: (P1) M1 to M24; (P2) M25 to M48;
 - ✓ Rights and obligations of the Parties

- Annex I « Description of Action »**
 - ✓ Project objectives,
 - ✓ WPs descriptions,

- Annex I.B « Description of Action »**
 - ✓ Part B of the proposal : Excellence, Impact, Implementation

I Content of the Grant Agreement:



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- ✓ No deviation allowed without the consent of ENIGMA Project Officer
- ✓ Possibility to make an amendment request : only the Coordinator (on behalf of all the beneficiaries) and the EC may submit an amendment request
- ✓ All reports (Periodic, Final) will be assessed with respect to the Grant Agreement

I Consortium Agreement



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Purpose

- ✓ Contract between the project Beneficiaries (not the EC)
- ✓ Sets out the internal management guidelines for the Consortium
- ✓ Cannot conflict with the provisions of the EC GA (always prevails)

Model used in ENIGMA

- ✓ DESCA (Development of a Simplified Consortium Agreement)



Main sections

- ✓ Internal organisation of the consortium
- ✓ Distribution of the Community financial contribution
- ✓ Management of intellectual property and access rights to results

✓ Finalization of the CA

- ✓ During February (deliverable)



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III. EC payment schedule and the funding mechanism

I ENIGMA main figures



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- Maximum grant amount budget: **3 865 769€**
- Total Person-Months: **540**
- Duration: **48 months**
- Start date: **2017/01/01**
- **11 beneficiaries** (9 Academics and 2 non-academics) **from 6 countries** and **10 partner organizations**
- Pre-financing funds : 75%
- Guarantee funds : 5%
- Costs will be reimbursed after the two reporting periods

I Budget and Grant



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The grant shall be distributed according to:

- ✓ Consortium budget: Part of the management and research costs kept by the coordinator
- ✓ Approval of reports and financial statements by the EC

I Eligible costs



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- Eligible costs must be declared under the following form :
 - Costs of recruited researchers : max 4210€/months
 - Living allowance : 3110 € / researcher-month
 - Mobility allowance: 600 € / researcher-month
 - Family allowance: 500 € / researcher-month (only if applicable)
 - Institutional costs: 3000€/month
 - Contribution to Research, Training & Networking: 1 800€ / researcher-month (probably not enough to support all associated costs...)
 - Contribution to Management & Overheads: 1 200 € / researcher-month

I Eligible costs



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- The number of unit declared correspond to the actual number of month spent by the recruited researchers on the project.
- Number of unit can't exceed 36 months
- Expenses should be declared as flat-rates only (no real costs), provided that they are really incurred for the project's needs. Should the project / a participant be audited, the auditors shall exclusively focus on the work contracts and salary slips of the ESRs (in order to determine the actual number of implemented researcher-months and to verify that the paid salary is equivalent (at least) to the fixed allowances).

I Financial provision



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- 185 EUR / researcher-month from the contribution to Research, Training and Network Costs shall be held centralised by the Coordinator and redistributed to the Beneficiaries in charge of organising and hosting network events, short-courses and workshops.
- An exception will be made for UNIL (i.e 370 EUR / Researcher-month)
- 370 EUR / researcher-month from the contribution to Management and Overheads shall be held centralised by the Coordinator in order to assume all expenses related to the project management, and in particular the employment of the European Project Manager.
- An exception will be made for UNIL, (i.e 185 EUR / researcher-month).



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IV. ESR Recruitment rules

I ESR Recruitment's rules



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ESR (EC-REA definition)

means a researcher who, at the time of recruitment of the Beneficiary, has not yet been awarded the doctorate degree and is in the first 4 years (full-time equivalent) of his/her research career.

I ESR Recruitment's rules



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The researcher to be recruited may be of any nationality

BUT

At the time of recruitment by the Beneficiary, the researcher must not have resided or carried out his/her main activity (work, studies, etc...) in the country of the Beneficiary for more than 12 months in the 3 years immediately prior to his/her recruitment under the project. Compulsory national service and/or short stays such as holidays are not taken into account.

Secondment periods nearby other Beneficiaries / Partner Organisations shall be limited to a maximum of 30% of the actual months spent implementing the research training activities under the project.

I ESR Recruitment's rules



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With respect to recruitment, the consortium :

- ✓ shall recruit the ESRs following an open, transparent, impartial and equitable recruitment procedure;
- ✓ is required to publish the vacancies on the EURAXESS portal through the EURAXESS job vacancy tool;
- ✓ shall publicise internationally the vacancies available using all appropriate means of advertising (press, posters, websites, internet, information at conferences, etc.);
- ✓ shall conform to the principles and guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;
- ✓ shall take all necessary and reasonable measures to recruit at least 40% women researchers in the project



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V. Reporting process

I Reporting



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Reporting periods:

- ✓ Period 1: from **M1 to M24**
- ✓ Period 2: from **M25 to M48**

Reporting requirements:

- During the course of the project, the Consortium should submit a periodic report within 60 days after the end of each reporting period

I Periodic report contents



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✓ A periodic technical report

- Publishable summary
- Project objectives for the period
- Work progress and achievement during the period
- Deliverables and milestones tables
- Project Management

✓ A periodic financial report

- Explanation of the use of the resources
- Individual Financial statement (Form C) from all partners (submission online via the Participant Portal)
- A summary financial report consolidating the claimed Community contribution of all Beneficiaries (done by the Coordinator)

I Final report contents



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✓ A final technical report

- Overview of the results and their exploitation and dissemination
 - Conclusions on the actions
 - Socio-economic impact of the action
-

✓ A final financial report

- Final summary financial statement created automatically by the electronic exchange system, consolidating financial statements for all reporting periods

Submission of PR on line via the Participant Portal

Note: But the EC can audit any partner during the project and up to 5 years after the end of the project.

I Reporting



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□ Researcher Declaration

- To be submitted by each Beneficiary to the Coordinator for all recruited researchers for ITN within 20 days after recruitment

Contains:

- personal data (name, date of birth, nationality, gender, family charges...)
- Data related to the project allowances: start date and end date of recruitment, hosting institution, etc.

A Personal Career Development Plan (PCDP) has to be attached to ESR contracts and updated once a year, on basis of ESRs annual progress reports and outcomes of the ESR/Supervisory Board meeting. PCDP aimed at monitoring progress and specifying short and medium term objectives



Deliverables

- ❑ Deliverables have to be submitted on line via the Participant Portal of the Project
- ❑ You may already "upload" deliverables before finally "submitting" them later on. Uploaded deliverables appear in the "Deliverables in progress" list, while submitted ones in the "Submitted deliverables" list
- ❑ Once submitted, the deliverable is considered officially sent to the EC for approval and it is automatically registered as received. The user may not perform any changes to it afterwards. The list of submitted deliverables is assembled automatically by the tool for presentation in the Periodic Report.

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
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Deliverables in progress

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	Procedure of accommodation in Japan on EUJO-LIMMS web site (M6)	0.0	University of Tokyo	11.0	Report	CO		31/05/2012 (6 months)	31/05/2012	Pending		Upload
2	2	Report 1 on selection and formation procedure for EU and UT-IIS	0.0	University of Tokyo	11.0	Report	CO		30/11/2012 (12 months)	30/11/2012	Pending		Upload
2	3	Report 2 on selection and training procedure for EU and UT-IIS	0.0	University of Tokyo	11.5	Report	CO		30/11/2014 (36 months)	30/11/2014	Pending		Upload
3	1	Definition and planning of projects EPFL/LIMMS-1 and EPFL/LIMMS2	0.0	ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE	3.0	Report	CO		31/01/2012 (2 months)	31/01/2012	Pending		Upload
3	2	Development of basic process for project 1 and 2	0.0	ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE	18.0	Report	CO		30/11/2012 (12 months)	30/11/2012	Pending		Upload
3	3	First report for project EPFL/LIMMS-1 and customised silicone substrate fabricated	0.0	ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE	19.0	Report	CO		30/11/2013 (24 months)	30/11/2013	Pending		Upload

I In case of deviation...



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❑ Deliverable delayed:

- All deliverables in the DoA must be submitted according to the timetable given there
 - ✓ If delayed: must explain the delay in the Periodic Report

❑ Task delayed:

- If a task / WP requires much more time / effort than was originally planned, just declare actual time spent even after the planned duration.

The Project Office (Coordinator and Project Manager) must be informed of any delay/deviation

I Analysis and approval of Periodic Reports



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- ❑ **After reception of reports Commission may:**
 - ✓ Approve
 - ✓ Suspend the time limit requesting revision / completion
 - ✓ Reject them giving justification, possible termination
 - ✓ Suspend the payment

- ❑ **Commission has 105 days (*within 105 days of the receipt of Periodic Report*) to evaluate and execute the corresponding payment**

I Important and useful link



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Participant Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Contacts:

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Thank you for your attention!