



# Management Council n°3

5 June 2019, Bordeaux (France)

• PLURIFOR

# Steps for final reporting

Claudia Antoniotti (EFI)



# Project closing

- Physical closing: **30/06/2019**
  - All technical tasks must be terminated
  - All expenses must be invoiced
- Administrative closing: **31/10/2019 (ES, PT), 30/11/2019 (FR)**
  - Only administrative expenses linked to the closing of the project will be accepted

# Deadline for final report

4 months after the end of the project

5 months for the French partners

- End of the project: **30/06/2019**
- Deadline for submitting final report to EFI:
  - **31/10/2019: Spanish and Portuguese** partners have to have their reports validated by the national correspondent
  - **30/11/2019: French** partners have to have their reports audited
- After the deadline EFI has 15 days to **submit** the report to **INTERREG:**  
15/11/2019

# Expenses for administrative closure

Accepted after the end of the project: 30/06/2019

Expense	Why	How to justify it
Personnel costs	To carry out all tasks linked to the administrative closure of the project	<ul style="list-style-type: none"><li>• To declare in a reasonable way the personnel time needed to close the project</li></ul>
Audit	Final audit done after the end of the project	<ul style="list-style-type: none"><li>• To include the expense in the final report without including the invoice</li><li>• To submit the report to the auditor</li><li>• The auditor does the audit, but does not close it, the report is opened again for corrections</li><li>• The auditor is paid and the invoice is included in the report.</li><li>• The report can now be submitted</li></ul>

# Total budget and changes

- The total budget allocated to the project cannot be overspend
- The budget can be redistributed bewteen partners
- Respecting the rule of 15%:
  - Budget changes are accepted in the limit of 15% for each category



# Special cases

- **Cross-cutting tasks:** GT.T1, GT.T2 and GT.T3, cannot be more than 25% of the total budget of the project
- **Human Ressources:** cannot be more than 65% of all costs

# Financial status

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# Reports status

## Reporting periods

<b>1st reporting period</b>	<b>01/07/2016 - 30/03/2017</b>	<b>Closed</b>
<b>2<sup>nd</sup> reporting period</b>	<b>01/04/2017 – 30/03/2018</b>	<b>Closed</b>
<b>3rd reporting period</b>	<b>01/04/2018 – 30/03/2019</b>	<b>Deadline: 30th June 2019</b>
<b>4th reporting period</b>	<b>01/04/2019 – 30/06/2019</b>	<b>Final report (to start after the end of the project)</b>



# Reports status

Partner	1st and 2 <sup>nd</sup> report	3rd report
EFI	Submitted	Ongoing
INRA	Submitted	Auditing
ISA	Submitted	Ongoing
INIAV	Submitted	Audited
NEIKER	Submitted	Audited
HAZI	Submitted	Audited
USSE	Submitted	Audited
CIF Lourizan	Submitted	Audited
TRAGSATEC	Submitted	Auditing
Universidad de Valladolid	Submitted	Audited
CETEMAS	Submitted	Auditing

# Financial status

## Financial report

Partner	Total budget	1st report	2 <sup>nd</sup> report	Total justified	%
EFI	279 827,33 €	0,00 €	118 179,81 €	118 179,81	42 %
INRA	175 170,00 €	29 080,64 €	58 070,89 €	87 151,53	50 %
ISA	133 333,33 €	0,00 €	27 969,59 €	27 969,59	21 %
INIAV	122 678,00 €	10 236,37 €	25 892,09 €	36 128,46	29 %
NEIKER	168 472,67 €	30 646,56 €	37 929,53 €	68 576,09	41 %
HAZI	141 193,67 €	3 845,28 €	29 706,19 €	33 551,47	24 %
USSE	157 483,33 €	21 393,07 €	39 499,74 €	60 892,81	39 %
CIF Lourizan	148 720,00 €	0,00 €	34 037,97 €	34 037,97	23 %
TRAGSATEC	177 380,00 €	27 958,30 €	23 449,26 €	51 407,56	29 %
Universidad de Valladolid	135 193,67 €	0,00 €	53 179,74 €	53 179,74	39 %
CETEMAS	181 464,00 €	38 261,01 €	27 731,81 €	65 992,82	36 %
<b>Total</b>	<b>1 820 916,00 €</b>	<b>161 421,23 €</b>	<b>475 646,62 €</b>	<b>637 067,85 €</b>	<b>35 %</b>

# Financial status

## Payments

Partner	Advance payment	1st payment	2 <sup>nd</sup> payment	Date 2 <sup>nd</sup> payment
EFI	10 493,50	0,00	78 141,36	March 2019
INRA	0,00	21 810,47	43 553,18	March 2019
ISA	7 400,00	0,00	13 577,19	March 2019
INIAV	6 800,00	911,53	19 419,07	March 2019
NEIKER	0,00	22 984,92	28 447,15	March 2019
HAZI	7 550,00	0,00	17 613,60	March 2019
USSE	8 700,00	7 344,80	29 624,81	March 2019
CIF Lourizan	8 100,00	0,00	16 678, 48	March 2019
TRAGSATEC	9 500,00	11 468,72	17 586,96	March 2019
Universidad de Valladolid	0,00	0,00	39 884,80	March 2019
CETEMAS	9 700,00	18 995,76	20 798,86	March 2019
<b>Total</b>	<b>68 243,50</b>	<b>83 516,20 €</b>	<b>308 646, 98</b>	

# Financial status

## Contribution for project coordination

Partner	2017	2018	2019
INRA		Regional contribution	
ISA	1000 €	2526,29 €	2526,29 €*
INIAV	1000 €	2284,45 €	2284,45 € *
NEIKER		Regional contribution	
HAZI		Regional contribution	
USSE		Regional contribution	
CIF Lourizan	1000 €	2875,53 €	2875,53 € *
TRAGSATEC	1000 €	3526,03 €	3526,03 €
Universidad de Valladolid	1000 €	2568,52 €	2568,52 € *
CETEMAS	1000 €	3618,73 €	3618,73 €

\* unpaid invoices