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**Second meeting of the project “ODYSSEE-MURE,
Monitoring EU Energy Efficiency First Principle and Policy Implementation”
November 12th 2020, Visio Conference**

WP1: Management issues

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WP1 : Periodic financial reports

From M1 to M18 due in M20 (7 th January 2021)

- a **'periodic financial report'** should contain an **'individual financial statement'** from each beneficiary, for the reporting period concerned.
- If an individual financial statement is not submitted for the reporting period, it can be included in the final financial report.
- a **'periodic summary financial statement'**, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the **request for interim payment**.

WP1 : Periodic financial report

Calculation of the interim payment

- The amount of the pre-financing payment is EUR **1 390 073.97** for a total of **EUR 1 737 592.46** (80%).
- An amount of EUR **86 879.62** corresponding to 5% of the maximum amount, is retained by the EASME from the pre-financing payment and transferred into the '**Guarantee Fund**'. Therefore ADEME got 75% of the total agreement and has transferred to NTs.
- Interim payments reimburse the eligible costs incurred for the implementation of the action during the corresponding reporting periods.
- The **amount due as interim payment** is calculated by the Agency in the following steps:
 - Step 1 — Application of the reimbursement rates
 - Step 2 — Limit to 90% of the maximum grant amount
 - Step 1 — Application of the reimbursement rates
 - The reimbursement rate(s) are applied to the eligible costs declared by the beneficiaries and approved by the Agency for the concerned reporting period.
 - Step 2 — Limit to 90% of the maximum grant amount
- The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in Article 5.1. The maximum amount for the interim payment will be calculated as follows:
 - {90% of the maximum grant amount (see Article 5.1) minus
 - {pre-financing and previous interim payments}}.

WP1 : Periodic technical report

From M1 to M18 due in M20 (January 7th 2021)

- The coordinator must submit a periodic report within 60 days following the end of each reporting period.
- a **‘periodic technical report’** contains:
 - an **explanation of the work carried out** by the beneficiaries;
 - an **overview of the progress** towards the objectives of the action, including milestones and deliverables identified in Annex 1.
- This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.
- The report must detail the exploitation and dissemination of the results and — if required in Annex 1 — an updated **‘plan for the exploitation and dissemination of the results’**.
- The report must indicate the communication activities;
 - a **summary** for publication by the Agency;
 - the answers to the **‘questionnaire’**, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

Budget shift from WPs?

Question: We wanted to check if it is permissible to swap the Travel budget allocated for the meeting to staff time to allow us to spend a little more time on some task?

Answer: Budget shifts have to be justified: this means that it is not enough to say “we did not travel, so we use the money somewhere else” but it should be the other way around “we used the money somewhere else where we really needed it, and since we did not travel we took it from there”. **These justifications need to be clearly visible in the periodic report – section “deviation from Annex 1”.**

Main actions

- **Interim technical Report: Technical coordination team**
 - To be ready before end of December 2020 (Christmas gift to the coordinator) .
 - ADEME will check and include it in the ECAS Portal (January 5th 2021)

- **Interim financial Reports: All partners**
 - Financial report: NTs should send to ADEME the cost statement before December 15th 2020
 - NTs to put the cost statement in the ECAS Portal before January 5th 2021