

Interreg
Sudoe



ADDISPACE

European Regional Development Fund





ADDISPACE

Project Management Guide

1. **Project Management Guide:**
 - a) **Governance.**
 - b) **Communication.**
 - c) **Project proceedings.**
 - d) **Financial management.**
 - e) **Reporting procedure.**

Project Management Guide

Project Management Guide

PDF File with the following contents accompanied by documents, templates and models **referred in purple**.

- a) Governance System: documents and bodies.
- b) Communication: Meetings, Project Updates, eSUDOE platform, Private Area.
- c) Project proceedings: Shared Costs, Costs by Associated Partners, Meeting Logistics.
- d) Financial management: Financial plan, flexibility rule, financial monitoring.
- e) Reporting procedure: Workflow and timetable for reporting and ERDF payments.
- f) Monitoring Plan: Work plans, balanced scorecard, quality control, risk management.

Project Management Guide

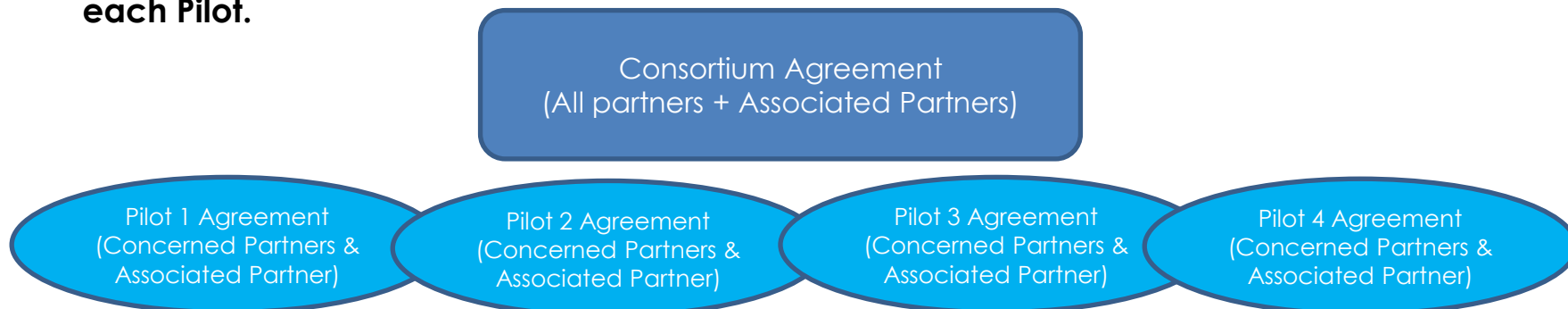
a) Governance System

Documents (eSUDOE Platform):

- **Subsidy Contract** between Lead Partner and Management Authority.
- **Partnership Agreement** between partners: Lead Partner principle.
- **Application Form and Financial Plan.**
- **SUDOE Guide** (in SUDOE webportal) with full details of programme and project management.

NEW:

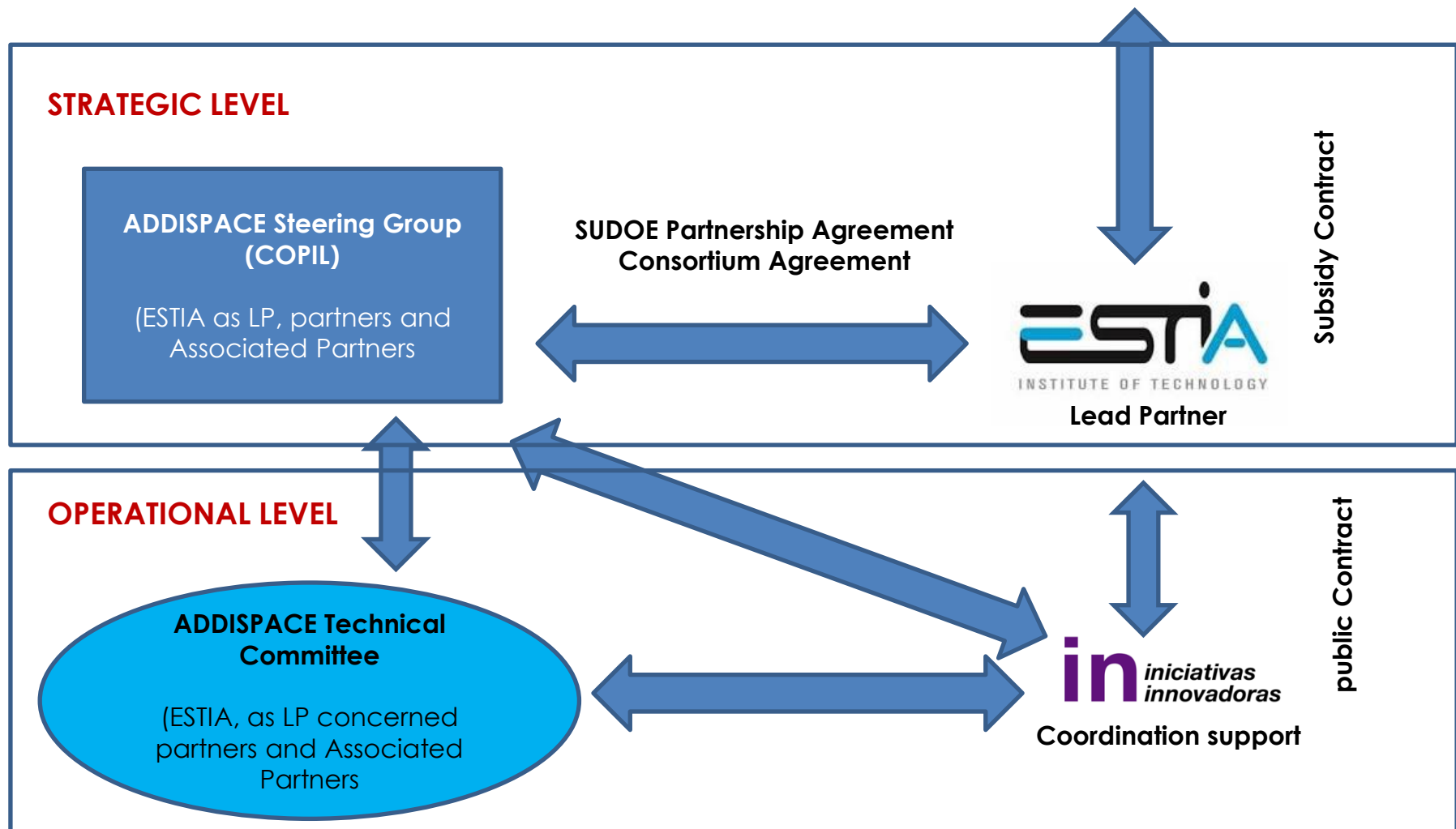
- Proposal of completing the Partnership Agreement with a detailed **Consortium Agreement (CA)** following Horizon 2020 DESCAs model v.1.2 (Feb. 2016): <http://www.desca-2020.eu/>
- **General Consortium Agreement** to set up the general framework of rights and obligation in relation mainly to Intellectual Property and Pilot Agreements to regulate the specificities of each Pilot.



Project Management Guide

a) Governance System

Governance Bodies:



Project Management Guide

a) Governance System

Governance Bodies:

Steering Group (COPIL):

- FUNCTION: Strategic body, main decision making body at project level.
- COMPOSITION: All partners and Associated Partners, chaired by ESTIA.
- TASKS: Agreement on main strategies and deliverables, management and review of Technical WPs and also Transversal WPs: Management, Communication & Monitoring.
- TIMETABLE: To take place at the 7 project meetings planned.
- PROCEDURES: Decision taken by unanimity, otherwise by majority, Chairman has qualified vote. Minutes prepared INI.

Technical Committee (TC):

- FUNCTION: Technical body, focusing on the technical implementation of Technical WPs. It does not address Transversal WPs.
- COMPOSITION: Partners and Associated Partners concerned by the target WPs addressed in the meeting, chaired by ESTIA.
- TASKS: Agreement on work plan of concerned Technical WP and review of deliverables.
- TIMETABLE: To take place at demand following the technical needs of the technical WPs.
- PROCEDURES: Decision taken by unanimity, otherwise by majority, Chairman has qualified vote. Minutes prepared by INI.

Project Management Guide

a) Governance System

Governance Bodies:

Coordination Support (INI):

- Development of Project Management Guide.
- Organization and reporting of SG and TC meetings.
- Day to day operational management and coordination of partners efforts.
- Definition of work plans and monitoring of tasks by partners.
- Support to individual Progress Reports by partners.
- Support to ESTIA's consolidated Progress Reports.
- Financial monitoring of expenses claims and ERDF contribution.
- Support to ESTIA on interlocution with SUDOE programme.

Project Management Guide

b) Communication

Project Meetings:

Steering Group meetings planned:

- ***Kick-off meeting. Bidart. Nov. 2016.***
- ***SG meeting & Transfer Workshop. Arcachon. May 2017.***
- SG meeting. Lisbon. Sept. 2017.
- SG meeting, Transfer Workshop & Scientific Conference. Seville. Feb. 2018.
- SG meeting, Transfer Workshop & Scientific Conference. Marinha Grande. Oct. 2018.
- SG meeting & Scientific Conference. Feb. 2019.
- SG meeting & final Dissemination event. Donostia-San Sebastian. June 2019.

Additional Technical Meetings held:

- TM in Bidart. Dec. 2016.
- TM in Donostia-San Sebastian. April 2016.

Agenda, minutes and attendance sheets made available in Private Area and eSUDOE.

Project Management Guide

b) Communication

Digital means:

- **eSUDOE Platform**: Access to official project documents by SUDOE, including FLC approbation and access to Reporting Module. www.interreg-sudoe.eu
- **Private Area**: Access to all project related documents. <http://intranet.addispace.eu>
- **Project Updates**: Distribution Lists:
 - Project Updates for Partners: roughly each 1-2 weeks. 14 Updates delivered so far.
 - Project Updates for Associated Partners: after each SG meeting. 2 Updates delivered so far.
- **Skype meetings**: At demand, following technical needs.

Project Management Guide

c) Proceedings

Shared Costs: Annex 1 and 2 of SUDOE Partnership Agreement.

- **External services subcontracted by ESTIA as LP following public procurement rules, as a shared cost between ESTIA, LORTEK, FADA-CATEC, AFM, PEMAS and IP Leiria.**
- **Awarded companies:**
 - **Coordination: INI.**
 - **Evaluation: Capital High Tech.**
- **Procedure: Documents in Private Area:**
 - **Full public procurement documents followed by ESTIA.**
 - **Contracts signed between ESTIA and awarded companies in FR.**
 - **Contracts signed between concerned 6 partners for the sharing of costs in FR & EN.**
- **Payments: Awarded companies to issue invoices to each Partner on the timeframe and for the amounts agreed on contracts.**

Project Management Guide

c) Proceedings

Costs by Associated Partners:

- **Budget:** Partners have under External Services budget for affording the travel and subsistence expenses of Associated Partners and other stakeholders they want to invite to SG meetings and events.
- **Organization:** Partners can follow 2 methods:
 - 1) Arrange and pay directly the travel expenses of Such stakeholders and claim them on Travel And Subsistence Costs Budget line. **FLEXIBILITY RULE APPLIES***.
 - 2) Stakeholders can arrange and pay themselves their travel expenses, and following the **REIMBURSEMENT GUIDELINES** (Private Area) procedure can request the reimbursement of such expenses to the linked Partner. Partners are to claim such expenses under External Services, accompanying to the invoice and expenditure form a short report justifying the relevance of the participation of such Associated Partner or stakeholder to the meeting or event.
- **Review** of the method to be followed by concerned partners:
 - ESTIA (Associated Partner).
 - LORTEK (Associated Partner), FADA-CATEC (Associated Partner), AFM.
 - IP Leiria (Associated Partners) PEMAS.

Project Management Guide

c) Proceedings

Meeting Logistics: Use of templates:

- **Registration Form** to be filled in by partners and deliver in advance.
- **Agenda Form** with working agenda and logistics details on hotel, travel, etc.
- **Attendance Sheet Form**.
- **Minutes Form**, including Work Plan by WPs for next period.

Project Management Guide

d) Financial management

- Overview of Financial Plan (Financial Plan in eSUDOE Platform and Partnership Agreement).
- Flexibility rule (SUDOE Guide. F. 9).
- Modifications and extensions (SUDOE Guide. F. 9).
- Financial monitoring of expenses (New Module in eSUDOE Platform + internal Excel).

Project Management Guide

d) Financial management

Overview of Financial Plan (Financial Plan in eSUDOE Platform and Partnership Agreement).

ERDF co-financing rate: 75% for all partners.

ACRONYME DU PROJET		ADDISPACE									
Participants (Chef de file, Autres bénéficiaires, Autres partenaires associés)	type de partenaire (a)	Código Organo Sudo FR (b)	taux cofinancement (a)=(c)/(b)	Dépense éligible (b)=(c)+(d)	Aide Feder (c)	Contrepartie nationale totale (d)=(e)+(f)	Contrepartie nationale publique (e)	Contrepartie nationale privée (f)	% de participation aux dépenses	Dépenses non subventionnées (h)	Dépense totale du projet (i)=(b)+(h)
1.Ecole Supérieure des Technologies Industrielles Avancées	Chef de file	FR6118640005700102-001	75,00	420.768,57	315.576,43	105.192,14	105.192,14	0,00	23,71	0,00	420.768,57
2.LORTEK, S.COOP.	Autres bénéficiaires	ES21F20759072-001	75,00	386.835,44	290.126,58	96.708,86	0,00	96.708,86	21,80	0,00	386.835,44
3.Fundación Andaluza para el Desarrollo Aeroespacial	Autres bénéficiaires	ES61G91649616-001	75,00	225.535,24	169.151,43	56.383,81	0,00	56.383,81	12,71	0,00	225.535,24
4.ASOCIACIÓN ESPAÑOLA FABRICANTES MAQUINARIA	Autres bénéficiaires	ES21G20065637-001	75,00	232.809,88	174.607,41	58.202,47	0,00	58.202,47	13,12	0,00	232.809,88
5.Instituto Politécnico de Leiria	Autres bénéficiaires	PT16506971244-001	75,00	207.466,40	155.599,80	51.866,60	51.866,60	0,00	11,69	0,00	207.466,40
6.PEMAS - Associação para a Valorização e Promoção	Autres bénéficiaires	PT17507314301-001	75,00	100.000,00	75.000,00	25.000,00	0,00	25.000,00	5,64	0,00	100.000,00
7.VLM	Autres bénéficiaires	FR6144059784700043-001	75,00	67.003,11	50.252,33	16.750,78	0,00	16.750,78	3,78	0,00	67.003,11
8.MICRONORMA, S.A.	Autres bénéficiaires	PT17502538716-001	75,00	67.000,85	50.250,64	16.750,21	0,00	16.750,21	3,78	0,00	67.000,85
9.Grupo Nicolás Correa Láser, S.A.	Autres bénéficiaires	ES21A20942470-001	75,00	67.031,20	50.273,40	16.757,80	0,00	16.757,80	3,78	0,00	67.031,20
TOTAL			75,00	1.774.450,69	1.330.838,02	443.612,67	157.058,74	286.553,93	100,00	0,00	1.774.450,69

Budget fulfilling programme rules:

- Staff costs: up to 50% of total budget.
- Transversal WPs budget: up to 25% of total budget.

Project Management Guide

d) Financial management

ERDF payments timetable (SUDOE Guide. F. 10).

Advance Payment

- 5% of ERDF contribution to be paid by July 2017 following submission of Start of Activities Report.

Intermediary Payments

- ERDF contribution corresponding to the actual expenses claimed by partners.
- Compulsory at least 1 consolidated Project Report with expenses and ERDF payment request to be delivered by Oct. 1 each year. **It is advised to increase the reporting periods to 2 a year.**
- Payments to take place after 9-10 months after the end of the reporting period of expenses.

Original Timetable for Reporting Period 1:

Nº	Task	Who	When
1	Individual expenses claim for the June 2016-March 2017 period	All Partners	Mid-April 2017*
2	Verification and approbation of expenses by First Level Controllers	FLC	Mid-July 2017*
3	Consolidated project expenses claim and ERDF payment request	ESTIA	Oct. 1st 2017
4	ERDF Payment to Partners bank accounts	Paying Authority	By Jan. 2018

Balance Payment

- 10% of ERDF contribution to be paid out upon the closure of the project.

Project Management Guide

d) Financial management

Flexibility rule (SUDOE Guide. F. 9).

The financial plan breakdown by years/semesters is not compulsory: there is flexibility to claims expenses above and below the estimated budget for each time period.

No budget modification or shifts between partners allowed, just between budget lines on the budget approved for a partner.

General flexibility rule of 15% applies for budget shifts between budget lines of a partner, without any kind of prior authorization from the programme: **The addition of the excess claims from all budget lines comprised must be below 15% of the total approved budget:**

N°	Budget line	Approved budget	Expenses claim	Excess
1	Staff Costs	100.000 €	110.000 €	10.000 €
2	Adm. Costs	15.000 €	16.500 €	1.500 €
3	Travel	10.000 €	25.000 €	15.000 €
4	External Services	85.000 €	65.000 €	
5	Equipment	25.000 €	18.500 €.	
	TOTAL	235.000 €	235.000 €	26.500 €
% of surplus / total				11% (OK)

Project Management Guide

d) Financial management

Flexibility rule (SUDOE Guide. F. 9).

Limitations to general flexibility rule:

- Staff Costs budget line can only be increased a max. of 15%. As the current limit is of a max. of 50% of staff costs in approved budget, it means that it can be increased up to 65% maximum.
- Expenses claimed at project level for Transversal WPs must remain below 25% of total expenses claimed.

Project Management Guide

d) Financial management

Modifications and extensions (SUDOE Guide. F. 9).

Case	Body	Procedure	Update of AF
Modification of Work Plan scope			
Removal of a WP, Activity, Result, Output or Deliverables	Programming Committee	Request in writing by LP	Yes
Modification on the target figures of Results, Outputs or Deliverables	None	Explanation of deviation on Progress Reports	No
Modification on partnership			
Removal of a partner	Programming Committee	Request in writing by LP Letter of acquittal by leaving partner	Yes
Addition of a partner	Programming Committee	Request in writing by LP Co-financing declaration by new partner New Partnership Agreement signed by all	Yes
Removal/addition of Associated Partners	SUDOE Secretariat	Request letter by LP	Yes
Extensions: 36 Months maximum project duration			
<u>Simplified procedure</u> to request a 6 M extension up to a limit of 36 Ms	Managing Authority	Request in writing by LP with new Financial Plan and Timetable	Yes
<u>Regular procedure</u>	Programming Committee	Request in writing by LP with new Financial Plan and Timetable New Subsidy Contract and Partnership Agreement to be managed.	Yes

Project Management Guide

e) Reporting

Reporting timetable (SUDOE Guide. F. 10).

Reporting takes place at 2 levels, operationally managed through eSUDOE:

Report	Who	What	When
Individual Report	Partners	Technical Report + Expenses Claim + FLC certificate	Compulsorily: Expenses up to end March to be claimed before April 15
Consolidated Report	LP	Technical Report + consolidated Expenses + ERDF payment request	Compulsorily: Before Oct. 1st

- **Decision to be made by partnership on reporting periods:**
 - **1 Reporting period: from April to March each year.**
 - **2 Reporting periods: 1) From April to September and 2) October to March.**

Project Management Guide

e) Reporting

Reporting timetable (SUDOE Guide. F. 10).

Reporting Timetable for Partners if 2 reporting periods is selected:

Reporting period N°	Reporting period	Report	Who	When
1	Preparation Costs + June 2016 – March 2017	Individual PR1	All partners	Mid-April 2017*
		Consolidated PR1	ESTIA	By Oct. 1 st 2017
2	April 2017 – September 2017	Individual PR1	All partners	Mid-Oct. 2017
		Consolidated PR1	ESTIA	By April 1 st 2018
3	Oct. 2017 – March 2018	Individual PR1	All partners	Mid-April 2018
		Consolidated PR1	ESTIA	By Oct. 1 st 2018
4	April 2018 – September 2018	Individual PR1	All partners	Mid-Oct. 2018
		Consolidated PR1	ESTIA	By April 1 st 2019
5	Oct. 2018 – March 2019	Individual PR1	All partners	Mid-April 2019
		Consolidated PR1	ESTIA	By Oct. 1 st 2019
6	April 2019 – Sept. 2019	Individual PR1	All partners	Mid-Oct. 2019
		Consolidated PR1	ESTIA	By April 1 st 2020

Project Management Guide

e) Reporting

Individual Reporting by Partners (SUDOE Guide. F. 10).

REPORTING BY PARTNERS:

- Progress Report by Partner: Short description of tasks carried out by PARTNER on its language.
- Expenditure claim/declaration: description, dates and amount + accompanying documents of all expenses claimed.
- Documents to be uploaded and sent by post to SUDOE: Model A1 generated by Platform.

VERIFICATION BY FLC:

- Verification by FLC of expenses. Rejection of expenses procedure TBD.
- Documents to be uploaded and sent by post to SUDOE: Model A2 generated by platform + Control Report + Control Check List.

VALIDATION BY NATIONAL AUTHORITIES (SPAIN & PORTUGAL).

- Validation through eSUDOE.
- Documents to be uploaded and sent by post to SUDOE: Model A3 generated by platform + Validation Notifications.

Consolidated Reporting by ESTIA: New TASK in eSUDOE.

- Technical Report by ESTIA with overall progress of project.
- Documents to be uploaded and sent by post to SUDOE: Model B1 generated by platform automatically with validated Expenses from partners.

Project Management Guide

e) Reporting

ERDF payments timetable (SUDOE Guide. F. 10).

Advance Payment

- 5% of ERDF contribution to be paid by July 2017 following submission of Start of Activities Report.

Intermediary Payments

- ERDF contribution corresponding to the actual expenses claimed by partners.
- Compulsory at least 1 consolidated Project Report with expenses and ERDF payment request to be delivered by Oct. 1 each year. **It is advised to increase the reporting periods to 2 a year.**
- Payments to take place after **9-10 months** after the end of the reporting period of expenses.

Original Timetable for Reporting Period 1:

Nº	Task	Who	When
1	Individual expenses claim for the June 2016-March 2017 period	All Partners	Mid-April 2017*
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3	Consolidated project expenses claim and ERDF payment request	ESTIA	Oct. 1st 2017
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Balance Payment

- 10% of ERDF contribution to be paid out upon the closure of the project.

Project Management Guide

e) Reporting

Progress Report 1:

- **Expenses eligible:**
 - Preparation costs by ESTIA, LORTEK, FADA-CATEC and IP Leiria.
 - Expenses paid out from July 2016 to March 2017.
- **Declaration/Claim of expenses, once the module is available in eSUDOE:**
 - List of Staff: Indication of staff reported in reporting period.
 - List of providers of external services: Indication of providers and contracts.
 - List of expenses :
 - Reporting of expenses by budget line and GT with indication of: reference number, amount, VAT regime, date of invoice and date of payment.
 - Accompanying documents to be uploaded:
 - ✓ Pay slips, timesheets, invoices with detailed description of contents and reference to project, otherwise, STAMP.
 - ✓ Bank statement proving payment.
 - ✓ Supporting documents: brochure, boarding pass, translation, etc.
 - Common documents supporting expenses uploaded by LP no need to upload them:
 - ✓ Public Procurement procedure for Shared Costs.
 - ✓ Agenda, attendance sheets and minutes of project meetings.

Project Management Guide

e) Reporting

Progress Report 1: STAFF COSTS (SUDOE Guide. F. 8.1).

- List of Staff
- Partners to choose at this stage the number and profile of people to be reported for the project, choosing for each of them the staff costs calculation method following REAL COSTS, which can not be modified all along the project: 5 options:

N°	Method	Eligible expenses	Calculation	Hourly rate	Time Sheet
1	Full time dedication (100%)	Monthly gross salary	100% gross salary	-	No
2	Part time dedication: fixed rate.	Fixed % of gross salary	Fixed rate x gross monthly salary	-	No
3.1	Part time dedication: variable rate 1	Variable % (monthly) of gross salary	N° of hours worked for the project x hourly rate	Documented annual gross salary / 1720 hours	Yes
3.2.	Part time dedication: variable rate 2	Variable % (monthly) of gross salary	N° of hours worked for the project x hourly rate	Monthly gross salary / n° of total working hours according to contract	Yes
4	By hours	Hours worked for the project	N° of hours worked for the project x hourly rate agreed in contract	Defined in contract	Yes

Project Management Guide

e) Reporting

Progress Report 1: STAFF COSTS (SUDOE Guide. F. 8.1).

- **Eligible expenses:** Salary, including extraordinary salaries and bonus, Social Security, pension plan contributions, other corporate or professional contributions, meal tickets,... as long as they can reported.
- **Audit trail: Templates to be provided by SUDOE:**

Nº	Method	Staff Dedication Certificate	Monthly Time Sheet	Extraordinary salaries Monthly Service Sheet	Payslips and payment
1	Full time dedication (100%)	Yes	No	No	Yes
2	Part time dedication: fixed rate.	Yes	No	No	Yes
3.1	Part time dedication: variable rate 1	Yes	Yes	No	Yes
3.2.	Part time dedication: variable rate 2	Yes	Yes	Yes	Yes
4	By hours	Yes	Yes	No	Yes

- **Payslips:**
 - No need to use PROJECT STAMP.
 - If they allow identifying SS charges,: 1) no need to deliver SS support documents and 2) SS of last reported month is eligible, even if not paid.

Project Management Guide

e) Reporting

Progress Report 1: ADMINISTRATION COSTS (SUDOE Guide. F. 8.2).

- Eligible expenses:

- Allocation of offices, running costs (water, electricity, internet), maintenance, security, IT services, accountancy services, expenses linked to bank accounts or bank transfers, etc.
- General office material like photocopies and project stamp to be included in this category.

- Audit trail:

- Flat rate of 15% of reported staff costs, no need to deliver any documents.

Project Management Guide

e) Reporting

Progress Report 1: TRAVEL & SUBSISTENCE COSTS (SUDOE Guide. F. 8.3).

- Eligible expenses:

- Travel and subsistence costs by PARTNER staff, by ASSOCIATED PARTNERS and by individual EXPERTS, paid by partner and for taking part on project related activities.
- Travel costs (incusing mileage), accommodation costs, subsistence costs, and/or allowances. Minibar expenses no eligible.
- Limits to eligible costs: National (Regional in Spain) regulation establishing limits for travel, accommodation and subsistence costs for civil servants.
- Travel outside SUDOE area: Only if planned in application form (page 83).
- Non planned travels: (SUDOE Guide F. 9).
 - Limited to 2 by partner (check list of planned travels).
 - Demands active participation of project in event agenda.
 - 100% of travel costs eligible. Accommodation and subsistence costs eligible at a % (time of presentation on event).
 - Reporting following “Dissemination Report” template in Private Area (GGT2 COMMUNICATION).

Project Management Guide

e) Reporting

Progress Report 1: TRAVEL & SUBSISTENCE COSTS (SUDOE Guide. F. 8.3).

- Audit trail:

- Invoices, tickets, allowance models, etc. and proof of payment. No need to use PROJECT STAMP if it has a direct reference to ADDISPACE, INTERREG SUDOE and ERDF.
- Common documents of the meeting or event: agenda, attendance sheet, minutes.
- Support items: boarding pass, train tickets, etc.

Project Management Guide

e) Reporting

Progress Report 1: EXTERNAL SERVICES (SUDOE Guide. F. 8.4).

- Eligible expenses:

- Any kind of external service, including first level control, evaluation, support to coordination, translation, editing, printing, room allocation for events, catering services for events and meetings, etc.
- Travel and subsistence costs by ASSOCIATED PARTNERS or other STAKEHOLDERS, paid by them and reimbursed by PARTNERS, following the REIMBURSEMENT GUIDELINES in Private Area (GTT1. MANAGEMENT).
- Public procurement rules:
 - PUBLIC AND PUBLIC EQUIVALENT BODIES: EU and National public procurement regulation applicable. Thresholds for procedures depend on the country.
 - PRIVATE BODIES: As a general recommendation: To request 3 offers on any kind of relevant subcontracting, if the expense is above 15.000 €.

Project Management Guide

e) Reporting

Progress Report 1: EXTERNAL SERVICES (SUDOE Guide. F. 8.4).

- **Audit trail:**

- Documents supporting the procurement process followed, to include ADDISPACE, INTERREG SUDOE and ERDF reference: TOR, request of bids, bids received, selection, contract.
- It is recommended to subscribe CONTRACTS with indication of ADDISPACE, SUDOE and ERDF sources of Funding for all relevant expenses.
- Invoices and payments. No need to use PROJECT STAMP if it has a direct reference to ADDISPACE, INTERREG SUDOE and ERDF.
- Proof of the works: studies, reports, pictures, texts, etc.

Project Management Guide

e) Reporting

Progress Report 1: EQUIPMENT (SUDOE Guide. F. 8.5).

- Eligible expenses:

- Only equipment specified and approved in the application form.
 - Purchase of new equipment: respect of procurement rules.
 - Use of previous equipment: It can no have been funded from other EU funds.
 - Leasing and renting of equipment is also eligible.
- Scope of eligible expense:
 - DEPRECIATION for EQUIPMENTS.
 - FULL COST for CONSUMABLES and MATERIALS.
- Method of calculation of depreciation:
 - Calculation of depreciation of equipment during project time: 3 years between 2017-2018-2019, following the overall depreciation timetable agreed by the company for the equipment.
 - Agreement on the % of use of the equipment for the project during project period.
 - Check out the rough calculations of % use declared in Expenses Description on application form.

Project Management Guide

e) Reporting

Progress Report 1: EQUIPMENT (SUDOE Guide. F. 8.5).

- Audit trail:

- **NEW EQUIPMENT AND MATERIALS:**
 - Documents supporting the procurement process followed, to include ADDISPACE, INTERREG SUDOE and ERDF reference.
 - Purchase, renting or leasing invoice and payment. No need to use PROJECT STAMP if it has a direct reference to ADDISPACE, INTERREG SUDOE and ERDF.
- **PREVIOUS EQUIPMENT:**
 - Purchase document or contract.
- **FOR BOTH:**
 - Document signed by Financial Manager or Accountant with a description of the equipment, its use, the depreciation timetable by years, the part of depreciation coincident with project, the % of use of the equipment decided for the project, and a depreciation proposal for the equipment broken down by reporting periods of the project.

Project Management Guide

e) Reporting

Progress Report 1: EQUIPMENT (SUDOE Guide. F. 8.5).

- Example of Depreciation Calculation Method of previous equipment:

- Equipment: NAME
- Year of purchase: 2015.
- Purchase: 100.000 €.
- Depreciation timetable: 5 years: 20% a year: 20.000 €: 1,666 € by Month.
- Use of equipment on project : 36 M. from 2016 to 2019: 60%.
- Eligible depreciation: 60% of purchase = 60,000 €.
- % of use of equipment to project: 10 %.
- Eligible depreciation for project: 60,000 € x 10% = 6.000 €.
- Breakdown by periods:

Nº Report	Time	Depreciation	% of use	Expenses
1	June 2016 – March 2017	9 M x 1.666 = 15.000 €	10%	1.500 €
2	April – September 2017	6 M x 1.666 = 10.000 €	10%	1.000 €
3	Oct 2017 – March 2018	6 M x 1.666 = 10.000 €	10%	1.000 €
4	April – September 2018	6 M x 1.666 = 10.000 €	10%	1.000 €
5	Oct 2018 – March 2019	6 M x 1.666 = 10.000 €	10%	1.000 €
6	April – Sept. 2019	3 M x 1.666 = 5.000 €	10%	500 €
TOTAL				6.000 €

Project Management Guide

Project Management Guide Annexes

Reference documents :

- Subsidy Contract.
- Partnership Agreement, Annexes and Amendment.
- Consortium Agreement.
- Application Form and Financial Plan.
- Partners, Associated Partners and FLC Contact List.
- SUDOE Guide.

Templates and models:

- Registration form for meetings.
- Attendance sheet for meetings.
- Agenda and minutes with work plan form.
- Travel Costs Reimbursement Guidelines.
- Dissemination Event Report template.



Thank you!

www.addispace.eu