

**SABER**  
**Satellite Broadband for European Regions**  
**CIP-ICT PSP Call 6**

Consortium and Financial Management



**Speaker**  
Vittorio Vallero



# First things first: the Logo !

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1



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Project Management  
Dissemination  
Reporting and Financial issues  
Work-plan

Network Management Committee constitution: 1 representative per partner

New proposal:

Unofficial restricted committee: Coordinator, Slì Nua, 1 partner from Satellite Industry, 1 partner from Regions, 1 partner from intermediaries

Work Package Leaders:

WP1: Coordination and dissemination - CSI-Piemonte – Vittorio Vallero

WP2: Early analysis and guidelines - EUTELSAT/Skylogic - ??

WP3: In depth analysis and GP overview - EUTELSAT/Skylogic - ??

WP4: Develop Guidelines and recommendations - ASTRIUM - ??

WP5: Consensus building and validation - SLINUA - ??

## **DISSEMINATION: months 1 - 24**

All deliverables produced by SABER network will be classified for public dissemination and made available through the SABER knowledge platform

Full use will be made of dissemination tools such as partners' websites, blogs, social media tools and multimedia channels to raise awareness of the network, its activities and the outputs

Dissemination activities start with dissemination plan writing up  
Next, the plan has to be implemented and developed to ensure that all activities are fully integrated

3 main dissemination channels:

On line: SABER and partners website, blogs, social media tools and multimedia channels

Non-electronic: Brochure, Logo, Visual Identity

Interactive: Network Launch, 7 Round Tables & Workshops, Final Conference

Since PICTURE partners belong to different fields (PA, academia, industry), the following main targets have been identified:

- EU Regions decision makers
- Industrial environment
- Media and journalists
- Scientific community (academic bodies, journals, books, conferences)

## SABER Website:

Initial version including maintenance

basic information: project, partners description, workplan, deliverables, events, etc.

downloadable promotional materials

domain: [www.project-saber.eu](http://www.project-saber.eu)

NB links from all partners' websites

SABER Brochure, poster

SABER Logo and visual identity manual

- to be discussed

SABER Templates: slide, events participation, etc



By 16° November

Each partner will send to CSI:

- Partner description for website publication, based on the workplan profile (about 200 words)
- High definition partners' logos and links to respective homepages
- Dissemination contact person: name, phone number, e-mail, etc.

CSI will provide:

- Events template: to collect all partners participation
- Slide template
- Documents templates

# Project Reporting



9 November 2012 - Bruxelles

Kick-off meeting

[www.project-saber.eu](http://www.project-saber.eu)

## ICT-PSP Guidelines, templates and documents for:

- Project management
- Financial reporting
- Project Reviews

- [http://ec.europa.eu/information\\_society/activities/ict\\_psp/participating/project\\_management/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/participating/project_management/index_en.htm)
- [http://ec.europa.eu/information\\_society/activities/ict\\_psp/faq/index\\_en.htm](http://ec.europa.eu/information_society/activities/ict_psp/faq/index_en.htm)

## Reporting periods

The project is divided into 2 reporting periods (to be accepted in GA):

- P1: from month 1 to 12 1/11/2012 – 31/10/2013
- P2: from month 13 to 24 1/11/2013 – 31/01/2014

At least for each reporting period the consortium shall submit the following reports to the EC:

- **Progress report**, including:
  - Information about the progress of work
  - Milestones and deliverables achieved
  - Resources employed
  - Deviations from the work schedule
- **Financial report**, including:
  - A simplified financial statement from each partner
  - A summary financial report aggregating the EU contribution claimed by all the beneficiaries

## Reporting schedule

- **Periodic reports** shall be submitted within **60 days**
- Format: electronic version (PDF) and also in paper version with original signatures
- The Commission shall evaluate and approve or reject the reports within **105 days**
- Reports full approval triggers an **interim payment** of eligible costs by the Commission
- Rejection of the reports and deliverables may start the procedure for **suspension or termination** of the GA by the Commission

## Progress report

- Declaration by the project coordinator
- Publishable summary: description of the **activities** carried out by each **Partner** for each **WP**, results, expected final results, impact, use
- List of deliverables completed and Milestones reached
- Issues, deviations incurred, action undertaken
- **Templates** for reports made available by the coordinator

## Financial report

### Simplified Financial Statement :

Project Acronym			Project Nb			Page 1/1
Reporting period from:		dd/mm/yy	to:		dd/mm/yy	
Beneficiary Nb	Beneficiary Short Name	Requested Union contribution COORDINATION (flat-rate based on scale-of-unit cost)	Requested Union Contribution IMPLEMENTATION (lump sum)	Requested Union Contribution MEETING ATTENDANCE (lump sum)	TOTAL Requested Union contribution	Interest
<b>Coordinator</b>						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
<b>TOTAL</b>						

We declare on our honour that:  
- the above organisations have actively participated to the project in the period to which this financial statement relates.

Coordinator's Stamp (if applicable)	Name of the Person(s) authorised to sign this Financial Statement
	Date & Signature

1



## NEF

Single front-office tool to interact with DG INFSO for  
Negotiations, Amendments, **Periodic reporting**

**Project**

→ [General information](#) → [Budget Overview](#) → [Work packages](#) → [LFV](#)  
 → [Reporting periods](#) → [Portal Coordinator Contact Person](#) → [Project reviews](#) → [PDM Status](#)

**Participants**

Display the terminated participants [Show all menus](#) - [Hide all menus](#)

#	Fin. Stat. Status	Legal Name	Short Name	Role	PIC	Part. Status	EWS Status	Date of entry
1		UNIVERSITY OF WOLVERHAMPTON (UK)	UW	CO	<a href="#">999852527</a>	active	No EWS	1/5/2010

→ [Legal data](#) → [Authorised representatives](#) → [Eligible costs](#) → [Periods Summary](#)  
 → [Organisation status](#) → [Contact persons](#) → [Bank account](#)

Access to periodic reporting  
for all partners

- Member's Budget: lump sum
  - 5.000 € /year meetings attendance (also beyond SABER workplan)
  - 3.000 € /year implementation costs (presentations, document writing, ...)
- Amounts are fixed: no other additional costs can be covered
- Administrative and reporting issues are simplified: travel as you like
- No cost certification by independent auditor
- Keep travel and expenses documents (especially boarding passes!) in case of an audit
- Coordinator is in charge for effective attendance to meetings: an important indicator
- Only coordinator has to provide a financial report
- No budget transfer among beneficiaries is allowed (events in its own country)

## Justification of costs

- Beneficiaries have to **justify the eligible costs** in order to be reimbursed
- They have to maintain in accordance with the normal accounting conventions of the country, the **accounts for the project** and appropriate documentation
- Beneficiaries have to maintain these accounts and keep the relevant documentation in original for **at least 5 years** after the date of the final payment
- They have to make these available notably in case of a **financial audit**

- How much and when?
  - 1st advanced payment: 60% within 45 days from GA
  - 2nd advanced payment: 30% after first reporting period
  - Final payment: 10% after the end of the last reporting period
- Banking and transaction costs are charged to concerned members
- Consortium enlargement: it is possible but it can not exceed initial budget
- Members are allowed to finance attendance of experts outside the consortium

## Interim Reports

- **Provisional and non formal** reports aimed at evaluating the progress of the work and the resources used
- Only **technical** reports
- Don't include financial statements

## Frequency

- **Mandatory (to be sent to EC)      6 month**

# Work Package 1

## Coordination and Dissemination



9 November 2012 - Bruxelles

Kick-off meeting

[www.project-saber.eu](http://www.project-saber.eu)

Key objective:

to induct the network members and ensure that all members are signed up to shared objectives

Other objectives:

- to confirm early stream regions (able to plan the deployment of satellite solutions through public funding within the first 6 months)
- to launch a knowledge management platform
- to disseminate the findings, results and outcomes of the SABER network's activities to member regions and to a wider audience across the Member States (Each partner committed to disseminating to its own network of partner regions and associations )

## 1.1 Network Launch (M1)

starting on month 1

- kick-off meeting held in Brussels on 9th November, 2012
- agreed set of communication and working protocols
- operational knowledge platform/information repository

## 1.2 Profiles of region streams (M1)

- Identification of early stream regions
- Identification of main stream regions
- Identification of future stream regions

## 1.3 Dissemination Plan (M2)

1.4 (M6), 1.6 (M12), 1.8 (M18), 1.11 Project Management / Coordinator reports (M24)



1.5 (M6) - 1.7 (M12) - 1.9 (M18) - 1.12 (M24) Dissemination Report:

- News articles
- Blogs
- Academic publications
- Conference papers/presentations
- Web content for SABER knowledge platform, broadband portal, partners' websites, industry player websites, European Commission websites etc.
- Content for social media tools: LinkedIn, Twitter, Facebook...

1.10 Sustainability plan for the network (M22)

1.13 White paper on use of satellite solutions to achieve 100% broadband coverage (M24)

Together with Round Tables & Workshops:

- 2.1 (M3) , 2.5 (M6)
- 3.1 (M9) , 3.4 (M12)
- 4.1 (M15) , 4.6 (M18)
- 5.1 (M21)

We have Reports

To be held in Brussels, Piedmont Region Office

5.4 Final Conference report (M24)