

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

Consortium and Financial Management









First things first: the Logo!

1



2







Project Management Dissemination Reporting and Financial issues Work-plan





Project Management

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: Timing and Tools

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







Dissemination: Relevant targets

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)





Dissemination: other tools

SABER Website:

Initial version including maintenance

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

downloadable promotional materials

domain: 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







Dissemination: Requests

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





Project contract: Grant Agreement

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/faq/index_en.htm





Project contract - Grant Agreement

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





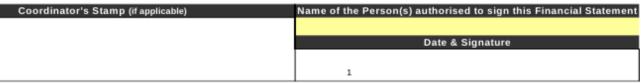
Financial report

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
Coordinator						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
тот	TOTAL					

We declare on our honour that:

⁻ the above organisations have actively participated to the project in the period to which this financial statement relates.

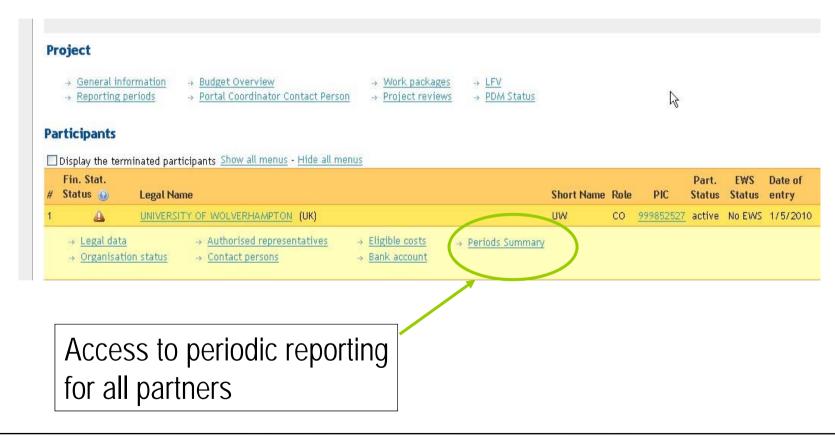






NEF

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









- 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





Payment Schedule

- 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





WP1 Objectives

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)







WP1 Deliverables

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)







WP1 Deliverables

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)







WP1 Deliverables

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)



