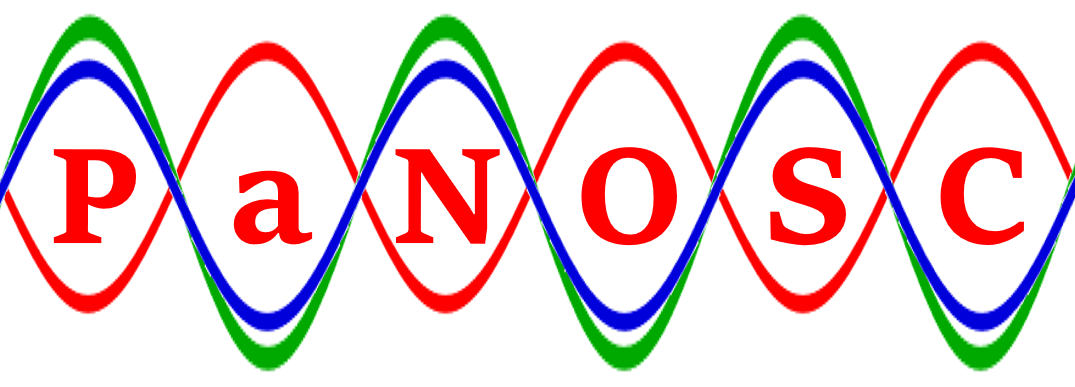


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|  |  |
| --- | --- |
| **Proposal name** | **PaNOSC** |
| **Proposal full name** | **Photon and Neutron Open Science Cloud** |
| **H2020 Call** | **INFRAEOSC-04-2018** |
| **Coordinator** | **Andrew Götz (andy.gotz@esrf.fr)** |
| **Coordinating organisation** | **ESRF** |
| **Document Name** | **Financial Control Approach** |

**List of participants**

|  |  |  |
| --- | --- | --- |
| **Participant No** | **Participant organisation name** | **Country** |
| 1 | European Synchrotron Radiation Facility (ESRF) | France |
| 2 | Institut Laue-Langevin (ILL) | France |
| 3 | European XFEL (XFEL.EU) | Germany |
| 4 | The European Spallation Source (ESS) | Sweden |
| 5 | Extreme Light Infrastructure Delivery Consortium (ELI-DC) | Belgium |
| 6 | Central European Research Infrastructure Consortium (CERIC-ERIC) | Italy |
| 7 | EGI Foundation (EGI.eu) | Netherlands |

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# Introduction

The European Commission has decided after appraising the value for money of our proposal to proceed with the Grant Agreement which means that we have now committed ourselves to deliver PaNOSC at the stated cost.

This document will focus on the techniques used in PaNOSC in order to ensure that we oversee the speed at which we incur in costs.

This document does not provide any guidance about how each partner must work internally in order to provide the information.

# Who must report

All the seven partners must report: ESRF, ILL, XFEL.EU, ESS, ELI-DC, CERIC-ERIC and EGI.

# What to report

The following information must be reported for each partner and work package without including the 25% overheads:

* Person/Months (PM) spent
* Actual cost (in K€) for the PMs spent (without overheads)
* Other direct costs (in K€), like travel and any other purchases/expenses
* Total actual total cost (in K€)

In a format similar to the table below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Concept** | **WP1** | **WP2** | **WP3** | **WP4** | **WP5** | **WP6** | **WP7** | **WP8** | **WP9** | **TOTAL** |
| PMs |  |  |  |  |  |  |  |  |  |  |
| PMs Cost (K€) |  |  |  |  |  |  |  |  |  |  |
| Other direct costs (K€) |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |

# When to report

Reports will be made for the annual workshop (when the Executive Board will meet) and for the mandatory periodic report for the EU Commission.

We therefore foresee the following reporting periods:

|  |  |  |
| --- | --- | --- |
|  | Reason | Month |
| **1** | 1st Annual Workshop | ~ 10 |
| **2** | 1st Periodic Report and 2nd Annual Workshop | 18 |
| **3** | 2nd Periodic Report and 3rd Annual Workshop | 36 |
| **5** | Project completion | 48 |

The final schedule for the reports will be confirmed by the Executive Board during their meetings.

The reports will be made by filling the four values named in the *What to report* section above in a spreadsheet.

# Acceptable deviations

The Executive Board will confirm the acceptable deviations from what has been agreed with the European Commission in the Proposal and Grant Agreement.

# Project Management team role

The Project Manager for PaNOSC will

1. Remind during the Project Management Committee meetings of the upcoming report periods
2. Add to the Project Management Committee meetings agenda financial information, like
   1. The results of the report
   2. Issues arising from the report, like
      1. Missing data
      2. Data not submitted / late submission
      3. Data submitted outside the acceptable deviation margins

Each member of the Project Management Committee representing their institute will be responsible for

1. Ensuring that data to report is collated within their institution (and linked 3rd parties if required)
2. Ensuring the data is correct and faithfully represents what has been submitted to the European Commission
3. Ensuring the data is reported in a timely manner
4. Working within their partner institution to ensure costs are within the Acceptable deviations
5. Working within their partner institution, work package leaders and other PaNOSC partners to implement and oversee changes to remediate any non-acceptable deviation

The Project Management Committee as a whole will be responsible for

1. Report to the Executive Board the financial status of the project
2. If required, design change plans to ensure expenses come back to the acceptable deviation levels
3. If required, escalate to the Executive Board

The Executive Board will

1. Review financial status reports
2. Resolve any matters escalated by the Project Management Committee