

Management and  
financing



**E-Cosmos**

**European Commuters for  
Sustainable Mobility Strategies**



Pilar Pedroso (ISTAS)

Mari Cruz Martínez (CCOO)

12-01-2010

## 1. Financing the action

Amounts of eligible costs ([see next slide](#)):

CGIL: 10.384,35 €

ABVV: 19.165,84 €

ACE: 16.750,85 €

ISTAS: 13.541,92 €

CS CCOO: 123.150,27 €

Any change in the budget must be notified to CCOO (the leader) in advance and CCOO will study this change to decide if it is viable

## 1. Financing the action

### Elegible costs

		CSCCOO	ISTAS	ACE	ABVV	CGIL	TOTAL
STAFF	Management	31.360,00		3.710,00	3.591,00	1.120,00	39.781,00
	Implementation		7.640,00	6.240,00	8.616,00	2.880,00	25.376,00
	Accounting		3.180,00				3.180,00
	Secretarial	7.056,00					7.056,00
<b>Total Staff</b>		<b>38.416,00</b>	<b>10.820,00</b>	<b>9.950,00</b>	<b>12.207,00</b>	<b>4.000,00</b>	<b>75.393,00</b>
TRAVEL & ALLOWANCES	Travel	6.800,00	800,00	2.900,00	2.900,00	2.900,00	16.300,00
	Subsistence allowances	5.857,00	1.036,00	2.805,00	2.805,00	2.805,00	15.308,00
<b>Total Travel &amp; SA</b>		<b>12.657,00</b>	<b>1.836,00</b>	<b>5.705,00</b>	<b>5.705,00</b>	<b>5.705,00</b>	<b>31.608,00</b>
EXTERNAL SERVICES	Project image	590,00					590,00
	Translations	15.002,50					15.002,50
	Reproductions and publications	13.346,93					13.346,93
	Interpretations	9.081,28					9.081,28
	External Expertise	23.200,00					23.200,00
<b>Total external services</b>		<b>61.220,71</b>					<b>61.220,71</b>
ADMINISTRATION COSTS	Hire of interpreting booths	2.000,00					2.000,00
	Other costs (pen drives F conference)	400,00					400,00
	Hiring room final conference	400,00					400,00
<b>Total Administration costs</b>		<b>2.800,00</b>					<b>2.800,00</b>
<b>Total Direct Costs</b>		<b>115.093,71</b>	<b>12.656,00</b>	<b>15.655,00</b>	<b>17.912,00</b>	<b>9.705,00</b>	<b>171.021,71</b>
OVERHEADS	Overheads (7% of direct costs)	8.056,56	885,92	1.095,85	1.253,84	679,35	11.971,52
<b>Total Budget for each partner</b>		<b>123.150,27</b>	<b>13.541,92</b>	<b>16.750,85</b>	<b>19.165,84</b>	<b>10.384,35</b>	<b>182.993,23</b>

## 2. Payments

	CS CCOO	ISTAS	ACE	ABVV	CGIL	TOTAL
Total Budget for each partner	123.150,27	13.541,92	16.750,85	19.165,84	10.384,35	182.993,23
Amount of the grant	86.551,59	13.541,92	16.750,85	19.165,84	10.384,35	146.394,55
Prefinancing =40% of the grant amount	34.620,64	5.416,77	6.700,34	7.666,34	4.153,74	58.557,82
Further pre-financing payments	25.965,48	4.062,58	5.025,26	5.749,75	3.115,31	43.918,36
Payment of the balance	25.965,48	4.062,58	5.025,26	5.749,75	3.115,31	43.918,36
CCOO Financing (20%)						36.598,65

**Prefinancing (40% of the grant= 58.557,82 €):** CCOO will be responsible for sharing it. [\(See partner's contract\)](#)

**Further prefinancing payments (30% of the grant):** We will have to spend at least 70% of the prefinancing to ask for them. They must be accompanied by the progress report. [\(See partner's contract\)](#)

**Payment of the balance (30% of the grant):** we will received the last payment of the grant 45 days following the approval of the technical implementation report. [\(See partner's contract\)](#)

## 3. Reports

### Progress report:

It will be a progress report on the action's implementation and detailed statement of the costs incurred. (See [model Excel sheet](#))

The deadline to deliver the progress report will be 2 months following the date when the utilisation of prefinancing reaches 70%. We estimate this date by 30-05-2011. (See [partner's contract](#))

### Final report and financial statement (two parts):

- The first part refers concerns qualitative information related to our work (results, deliverables as well as the target audience)
- The second part the list of evidence and annexes to be attached to final report.
- The costs incurred: economical report. We will need original documents. **Do not forget keeping the boarding cards!**

This form must be completed in English.

The deadline to deliver the final report will be 3 months later the closing date of the action (31-01-2012). So the leader will ask the partners' reports before that **deadline (30-11-2011)**

Project E-COSMOS – Grant Agreement VS/2010/0679

**STAFF DECLARATION about TIME spent in the PROJECT**

I, the undersigned Mr/Ms. .... declare that I worked 18 days on the project E-COSMOS as project ..... from November 2010 to October 2011 and that my daily gross salary, updated to 2011, is € .....

Place, date:

In faith,

Signature:

Project E-COSMOS – Grant Agreement VS/2010/0679

**STAFF DECLARATION about TIME spent in the PROJECT**

I, the undersigned ....., as legal representative of  
..... in this project, declare that the staff involved in the E-COSMOS project has worked as follows:

- ..... / no days: ..... / salary: €..... / from November 2010 to October 2011.
- ..... / no days: ..... / salary: €..... / from November 2010 to October 2011.
- ..... / no days: ..... / salary: €..... / from November 2010 to October 2011.
- ..... / no days: ..... / salary: €..... / from November 2010 to October 2011.

Place, date:

In faith,

Signature:

## 3. Reports (INDEX template model)

DESCRIPTION OF ACTIVITIES (SHORT DESCRIPTION, OBJETIVES AND RESULTS) - How was the project carried out?

### 1. PREPARATORY PHASE

- FIRST TRANSNATIONAL WORKSHOP IN MADRID
- SECOND TRANSNATIONAL WORKSHOP IN BARCELONA
- THIRD TRANSNATIONAL WORKSHOP IN BARCELONA
- FIRST TECHNICAL VISIT IN BELGIUM
- SECOND TECHNICAL VISIT IN GERMANY
- THIRD TECHNICAL VISIT IN ITALY

### 2. DEVELOPMENT PHASE

- ELABORATION OF THE COMPARATIVE STUDY
- FINAL CONFERENCE
- DISSEMINATION ACTIVITIES

EVIDENCE AND ANNEXES



## 3. Publicity

Any communication or publication about the action, including at a conference or seminar must indicate that the action has received funding from the Union.

The European Commission will be able to publish information about the action, such as: beneficiary's name, subject and purpose of the grant and amount granted

## 1. Eligible costs will meet the following criteria:

- During the duration of the action (01-11-2010 to 31-10-2011)
- Budget headings accepted: "Staff" and "Travel & allowances". We will ask you: payrolls, invoices and boarding cards.

Please, always watch your detailed budget and do not exceed limits for allowances ([See limits table](#)). Remember asking to include your names in the hotel invoices. We will ask you to complete a model Excel sheet. ([See model Excel sheet](#)).

## 2. Eligible indirect costs

- Indirect costs are eligible for flat-rate funding of 7% of the total direct costs eligible, **they need not be supported by accounting documents**

# Timetable for the project

Activity	2010		2011										
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
First Workshop			12-13										
Drawing up of comparative study													
Technical visit Italy				23-25									
Technical visit to Germany					29-31								
Technical visit to Belgium						6-8							
Second Workshop							4-6						
Progress Report													
Third Workshop								6-8					
Translation and publication of the study													
Dissemination activities													
Final Conference												25	
Final Report & Financial Statement													

Thank you.

## **E-Cosmos** **European Commuters for** **Sustainable Mobility Strategies**

More information:

Pilar Pedroso: [ppedroso@istas.ccoo.es](mailto:ppedroso@istas.ccoo.es)

Mari Cruz Martínez (for economical report):  
[macruzmart@ccoo.es](mailto:macruzmart@ccoo.es)