B.I.R.O.

Best Information through Regional Outcomes

A European Public Health Project, DG-SANCO, 2005-2008

Management

Valentina Baglioni

3rd, December 2007

B.I.R.O. Rome Meeting

remind of administrative issues

- All partners have to send to the Coordination Center these documents:
  - List of invoices:
    - it contains a list of the invoices regarding expenses sustained for travels, equipment, subcontracting (but not staff salary) during the period December 2006-November 2007
  - Detailed budget:
    - it contains the expenses for staff, travels, equipment, consumables, subcontracting, overheads.
    - for each item of the budget please specify the **type of payment** (by EU funds or by applicant's financial contribution)
  - Time sheets:
    - time sheet must be compiled for each person involved in the project
    - It must specify name, surname, role, daily rate, number of days, work packages and **type of payment** (by EU funds or by applicant's contribution)
- **1st Deadline 7 December 2007 (by e-mail)**
- **2nd Deadline 10 December 2007 (by courier)**

subcontracting

- Romania, Scotland, Norway, Cyprus, Malta must activate subcontracts as established in the G.A. page 57

Payment by EU Commission

- Pre-financing payment by EU Commission for the period December 2007- November 2008 will be 20% of the total amount (page 6 of G.A.)
- The balance (30%) will be paid 45 days after delivering final technical implementation report and administrative report to EU Commission (December 2007-November 2008)
- The budget foreseen for each partner by G. A. must be entirely spent within November 2008
- The expenses can't be neither more nor less than the budget allocated for each partner
- At the end of the project if you spend less than the budget the EU Commission will reduce the balance proportionally