

EAHC20081312 "EURHOBOP"

EURHOBOP

Financial Issues



CSB Consorci Sanitari de Barcelona



IMAS
Institut Municipal
d'Assistència Sanitària

IMIM
hospitaldelmar

KICK-OFF MEETING
September 28 and 29, 2009
Barcelona

EAHC20081312 "EURHOBOP"

- Duration: **36 Months**
- Number of beneficiaries: **9**
 1. IMAS-IMIM (Barcelona-SPAIN)
 2. ATTIKON-HCS (Athens-GREECE)
 3. DEASL (Rome-ITALY)
 4. FMUP (Porto-PORTUGAL)
 5. HMGU (Neuherberg-GERMANY)
 6. THL (Helsinki-FINLAND)
 7. AEPMCV (Toulouse-FRANCE)
 8. ISS (Rome-ITALY)
 9. HOPE (Brussels-BELGIUM)
- Global budget: **1.910.968,85 €**
- Commission funding: **1.146.581,31 €**



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Budget

- Commission funding: **1.146.581,31 €**
- Payment scheme: **30%-20%-20%-30%**

Payments	Date	%	€
1st	Sept 2009	30%	343.874,43€
2nd	End 2010	20%	229.316,26€
3rd	End 2011	20%	229.316,26€
balance	End 2012	30%	343.874,43€

Payments are made to the co-ordinator who distributes them between the co-beneficiaries.



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Direct costs

- The cost of the **staff** assigned to the action (salaries + social security charges)
- **Travel & subsistence allowances** for staff taking part in the action
- The purchase cost of **equipment**
- Costs of **consumables** and supplies
- Costs entailed by other contracts awarded by the beneficiaries for the purposes of carrying out the action (**Subcontracting**)
- **Other costs**: dissemination, evaluation, translations, audits...



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Partner reference	Purpose	Place	Number of days	Daily rate	Number of persons	Cost	
Sub-Total: Travels costs						55.000,00	
Subsistence allowances							
441	01 - IMAS-IMIM - ES	2nd annual meeting FMUP	PORTO	2,5	204,00	2	1.020,00
442	01 - IMAS-IMIM - ES	3rd annual meeting ATTIKON	ATHENS	2,5	222,00	2	1.110,00
443	01 - IMAS-IMIM - ES	onsite visit partner THL	HELSINKI	2	214,00	2	856,00
444	01 - IMAS-IMIM - ES	onsite visit partner HMGU	NEUHERBERG	2	208,00	2	832,00
445	01 - IMAS-IMIM - ES	onsite visit partner DEASL	ROME	2	230,00	2	920,00
446	01 - IMAS-IMIM - ES	onsite visit partner ISS	ROME	2	230,00	4	1.840,00
447	01 - IMAS-IMIM - ES	onsite visit partner AEPMCV	TOULOUSE	2	245,00	2	980,00
448	01 - IMAS-IMIM - ES	onsite visit partner HOPE	BRUXELLES	2	232,00	2	928,00
449	01 - IMAS-IMIM - ES	NURSES travel to diferent hospitals in the country	Different places in the country	12,5	212,00	2	5.300,00
Sub-Total Subsistence Allowances						01 - IMAS-IMIM - ES	13.786,00
451	02 - ATTIKON-HCS - EL	kick-off meeting IMIM	BARCELONA	2,5	212,00	1	530,00
452	02 - ATTIKON-HCS - EL	2ND annual meeting FMUP	PORTO	2,5	204,00	1	510,00
453	02 - ATTIKON-HCS - EL	final meeting IMIM	BARCELONA	2,5	212,00	2	1.060,00
454	02 - ATTIKON-HCS - EL	training for nurses IMIM	BARCELONA	2,5	212,00	2	1.060,00
455	02 - ATTIKON-HCS - EL	NURSES travel to diferent hospitals in the country	Different places in the country	12,5	222,00	2	5.550,00
Sub-Total Subsistence Allowances						02 - ATTIKON-HCS - EL	8.710,00

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Please take into account:

- There cannot be a change to the total budget of the project.
- A maximum 20% change is allowed within cost category. Above 20% would require a request for an amendment to the agreement.
- Any reallocation among categories need prior authorization from the EAHC through the co-ordinator.
- Keep all the invoices. Scan them into a PDF file and send them all together with your annual scientific & financial report.
- **Where the consumption of the previous pre-financing is less than 70%, the amount of the new payment shall be reduced.**
- Fill in monthly timesheets:



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EURHOBOP TIMESHEET

Organisation	Acronym name of your institution as specified in Annex II of the Grant Agreement	Project:	
		Year:	2009
		Month:	December
		Name of the staff:	to be completed for each staff working on the project as specified in Annex II of the Grant Agreement
		Function:	as specified in Annex II of the Grant Agreement

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0

Week 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0

Week 5	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0

Grand Total

Date	Signature for the staff

Date	Signature of the responsible

- Instructions:**
- * To fill in from the first day of the month, month by month
 - * Please complete the sections below each day according to the actual work you did
 - * The value to fill in per day is 1 for a whole day of work or a proportion of a full day of work starting from 0.5 for a half-day, 0.1 (one tenth of a day of work) and other options in-between
 - * Do not forget to count your time of work spent in the EURHOBOP meetings, conference calls, time for travel, emails requests, and in any administrative task related to the project
 - * The staff is the EURHOBOP's partner
 - * The responsible is the person in your institute to whom the EURHOBOP's partner refers to and who have the ability to agree and validate the working days during the project



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Submission of financial reports

The financial statements must be submitted to the Commission **by the co-ordinator**; therefore, **the co-beneficiaries must send their financial statements to the co-ordinator** before the following dates:

Financial statement	Co-beneficiary deadline	Co-ordinator deadline
1st	30.09.2010	31.10.2010
2nd	30.09.2011	31.10.2011
3rd	30.09.2012	31.10.2012



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Sampling for final payments (1)

Staff

- **Salary slips** for all declared personnel
- Explanation of the **calculation mode** of the declared daily rate
- **Timesheet** for all personnel plus an indication of the number of days worked on the project



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Sampling for final payments (2)

Travel and subsistence

- **Signatures in presence lists**
- **Invoices** (internet vouchers or from travel agency)
- A copy of the **boarding passes** is requested for air travels
- **Train tickets**
- **Statements** + explanation of calculation mode if travel by car...



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Sampling for final payments (3)

Equipment, Consumables, supplies, Other costs

- Corresponding **invoices**



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Sampling for final payments (4)

Subcontracting

- All document showing that the **procurement rules** have been respected
- **Duly certified copies of invoices** referred to the subcontract



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WORK PACKAGES - Leader	2009				2010												2011												2012												
	september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december	january	february	march	april	may	june	july	august	september	october			
WP1																																									
WP2																																									
WP3																																									
WP4																																									
WP5																																									
WP6																																									
WP7																																									
WP8																																									
DELIVERABLES (date of delivery to EU Commission)	2009				2010												2011												2012												
D1																																									
D2																																									
D3																																									
D4																																									
D5																																									
D6																																									
D7																																									
D8																																									
D9																																									
D10																																									
D11																																									
D12																																									
D13																																									
D14																																									
MEETINGS	2009				2010												2011												2012												
KICK-OFF MEETING - BARCELONA (IMIM)																																									
2nd ANNUAL MEETING - PORTO (FMUP)																																									
3rd ANNUAL MEETING - ATHENS (ATTIKON-HCS)																																									
FINAL MEETING - BARCELONA (IMIM)																																									
IMIM ONSITE VISIT TO PARTNER THL																																									
IMIM ONSITE VISIT TO PARTNER AEPMCV																																									
IMIM ONSITE VISIT TO PARTNER FMUP																																									
IMIM ONSITE VISIT TO PARTNER ATTIKON-HCS																																									
IMIM ONSITE VISIT TO PARTNER ISS																																									
IMIM ONSITE VISIT TO PARTNER HMGU																																									
IMIM ONSITE VISIT TO PARTNER HOPE																																									
IMIM ONSITE VISIT TO PARTNER DEASL																																									
TRAINING FOR NURSES - BARCELONA (IMIM)																																									



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	WORK PACKAGES - Leader	2009				2010											
		september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december
WP1	Coordination of the project - IMAS-IMIM																
WP2	Dissemination of results - ISS																
WP3	Evaluation of the project - HMGU																
WP4	Benchmarking function development - IMAS-IMIM																
WP5	Analysis of availability of severity measurements in administrative data - AEPMCV																
WP6	Sex inequalities assessment - DEASL																
WP7	Cost analysis of procedures - STAKES																
WP8	Benchmarking assessment with hospital real-life data - HOPE																



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	DELIVERABLES (date of delivery to EU Commission)	2009				2010												
		september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december	
D1	Consortium agreement		D1															
D2	Protocols and data collection forms preparation				D2													
D3	Web site					D3												
D4	First Annual Interim Report including work in progress on out-come benchmarking functions, preliminary analyses of availability of severity measurements in administrative data and benchmarking testing with hospital real-life data.													!!	D4			
D5	External Advisory Board evaluation																	
D6	Annual Interim Report including work in progress on cost analysis, outcome benchmarking functions and preliminary analyses of availability of severity measurements in administrative data, sex inequalities assessment and benchmarking testing with hospital real-life data.																	
D7	Sex inequalities assessment																	
D8	Analysis of availability of severity measurements in administrative data																	
D9	Final outcome benchmarking functions																	
D10	Cost analysis																	
D11	Benchmarking assessment with hospital real-life data																	
D12	Minutes, and conference programmes for all EURHOBOP conferences																	
D13	Final Report																	
D14	Multilingual Brochures																	

partner scientific and financial report to coordinator !!



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MEETINGS	2009				2010											
	september	october	november	december	january	february	march	april	may	june	july	august	september	october	november	december
KICK-OFF MEETING - BARCELONA (IMIM)	KO															
2nd ANNUAL MEETING - PORTO (FMUP)													2nd			
3rd ANNUAL MEETING - ATHENS (ATTIKON-HCS)																
FINAL MEETING - BARCELONA (IMIM)																
IMIM ONSITE VISIT TO PARTNER THL									THL							
IMIM ONSITE VISIT TO PARTNER AEPMCV								AEPMCV								
IMIM ONSITE VISIT TO PARTNER FMUP									FMUP							
IMIM ONSITE VISIT TO PARTNER ATTIKON-HCS												ATTIKON-HCS				
IMIM ONSITE VISIT TO PARTNER ISS			ISS													
IMIM ONSITE VISIT TO PARTNER HMGU																HMGU
IMIM ONSITE VISIT TO PARTNER HOPE							HOPE									
IMIM ONSITE VISIT TO PARTNER DEASL															DEASL	
TRAINING FOR NURSES - BARCELONA (IMIM)					X											



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More Info in your pendrive

- PPT G Margetidis on Administrative and Financial Matters
- Grant Agreement
 - Annex I: protocol
 - Annex II: budget
 - Annex III: Reporting Requirements
 - Instructions concerning the eligibility of travel and subsistence expenses
- Consortium Agreement



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Also in your pendrive:

- Time sheets: four EXCEL files (2009-2010-2011-2012), with one sheet per month each, to be fulfilled by each staff person working on the project according to Annex II
- Financial report: three EXCEL files with the same structure as Annex II, to report each of the three periods of the project
- Calendar of deliverables, workpackages & meetings...
- EURHOBOP Leaflet draft
- PPT presentations during the EURHOBOP Kick-off Meeting



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