



# **Information on the ANNUAL REPORT**

**OCTOBER 18<sup>th</sup>, 2006**

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- ❑ Introduction
- ❑ Structure of the Annual Report
- ❑ Time Schedule
- ❑ General Advise

# INTRODUCTION

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According to EUDET contract:

## ref. Article 6 - Reporting periods

- P1: month 1 to 12 **i.e. 01/01/2006 – 31/12/2006**
- P2: month 13 to 24 i.e. 01/01/2007 – 31/12/2007
- P3: month 25 to 36 i.e. 01/01/2008 – 31/12/2008
- P4: month 37 to the last month i.e. 01/01/2009 – 31/12/2009

## ref. Article 7 - Reports

Annual Reports shall be submitted in English for each reporting period within 45 days.

**Deadline for Report 31/01/2007**

paper copy to Brussels 15/02/2007

In addition, Audit Certificates are required after

- P2 covering P1 and P2 month 1 to 24 i.e. 01/01/2006 – 31/12/2007
- P4 covering P3 and P4 month 1 to 24 i.e. 01/01/2008 – 31/12/2009

In addition to the reports for the last period, final activity and financial reports shall be submitted to the Commission at the latest 45 days after the end of the project...

Deadline Feb. 2010

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# OVERALL STRUCTURE of the Report

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1. PROGRESS REPORT
2. LIST OF DELIVERABLES
3. USE AND DISSEMINATION OF KNOWLEDGE
4. ANNEXES
5. EXPLANATORY NOTES FOR COMPLETING MS ACCESS FORMS

## Part B. MANAGEMENT REPORT

1. JUSTIFICATION OF THE RESOURCES DEPLOYED
2. FORMS C – FINANCIAL STATEMENTS
3. SUMMARY FINANCIAL REPORT

## Part C. REPORT ON THE DISTRIBUTION OF THE COMMUNITY FINANCIAL CONTRIBUTION

## Part D. DETAILED IMPLEMENTATION PLAN FOR THE NEXT 18 MONTHS

## Part A.1. Progress Report

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### 1.1. Summary of the activities and major achievements

editor: Coordinator

### 1.2. Management Activities

editor: Coordinator and task leaders

### 1.3. Networking Activities & 1.5. Joint Research Activities (Template)

content: particular activity progress per sub-activity,  
significant achievements and deviations per sub-activity,  
list of meetings,  
list of milestones/deliverables,  
PM per participant

editor: task leader with input from individual partners

**! write EUDET memos and send task enquiry!**

### 1.4. Transnational Access Activities

editor: only DESY as infrastructure

### 1.6. Update of the non-confidential project information

editor: Coordinator

# Template Enquiry for Progress Report

In order to have consistent information...

## Internal Task Enquiry

Task No.:	
Participant Name & No.:	
Name of Reporting Person:	
Email Address of Reporting Person:	
Reporting Period:	01.01. - 31.12.2006

Total Research Effort (Person Months) <sup>1</sup> :	
EU-Requested Person Months <sup>1</sup> :	
Identify Durable Equipment Acquired <sup>1</sup> :	

<sup>1</sup>referring to the reporting period

### Description of progress during the reporting period

(e.g. highlights, deviations from implementation plan, general observations, administrative and organisational issues)

### Achievements during the reporting period and their impact

(et al. deliverables, milestones; please indicate also those which have been due but could not be fulfilled in time or have even started earlier than planned)

#### **Subtask No.:**

*Milestone M x.y*  
*Deliverable D x.y*

## Part A.1. Progress Report

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## Part A.2.-5. Diverse Lists and Annexes

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Part A.2. List of Deliverables

editor: Coordinator

Part A.3. Use and Dissemination of Knowledge

content: List of publications

editor: Coordinator with input from all participants

Part A.4. Annexes 1-7

editor: Coordinator and DESY as Access Infrastructure

Annex 1 – Summaries and main conclusions of the General Meetings

Annex 2 – Composition of the Users Selection Panel

Annex 3 – List of User-Projects

Annex 4 – List of Users

*ACCESS SPECIFIC*

Annex 5 – List of Publications

Annex 6 – Updated non-confidential Project information (compare Part A.1.6.)

Annex 7 – CD-ROM with the deliverables produced during reporting period

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## Part B.1. Justification of Resources Deployed

Contract N°	026126	Project acronym	EUDET
Participant N°	1	Participant short name	DESY

### NA1 - Management of I3

Total effort in person-months <sup>(1)</sup> 15 (6)

Cost category	Actual direct eligible costs (€)	Justification of costs (name major cost items of the cost categories) <i>description of expenditure and link to the specific work carried out (e.g. tasks, work packages, ...)</i>
Personnel cost <sup>(2)</sup>	31789.56	1 postdoc for administrative project management
Travel cost	16577.41	5 Advisory Board Members 1st Annual Meeting, Hamburg/Germany, 17.-19.10.2006; 6 invited talks 1st Annual Meeting, Hamburg/Germany, 17.-19.10.2006;
Consumables	8553.23	software licences, domain fees for project website
Durable Equipment	0	-

### JRA2 - infrastructure for Tracking Detectors

Total effort in person-months <sup>(1)</sup> 8 (0)

Cost category	Actual direct eligible costs (€)	Justification of costs (name major cost items of the cost categories) <i>description of expenditure and link to the specific work carried out (e.g. tasks, work packages, ...)</i>
Personnel cost <sup>(2)</sup>	0	-
Travel cost	2121.63	1 person Kick-Off Meeting, Hamburg/Germany, 16.-17.02.2006;
Consumables	521.63	minor components for the detector prototype
Durable Equipment	0	-

Total direct eligible costs	196589.97		Global estimate of the total costs for AC contractors (not only the eligible costs)	759032.964
Total indirect costs	39317.994			
Total costs <sup>(3)</sup>	235907.964			

**Justify any deviations with respect to the planned budget:**

personnel was hired later than intended (JRA1); suppliers for equipment and consumables for the telescope could only be found very late so that invoices will arrive not earlier than spring 2007;

NA travel costs:  
Annual Meeting  
Kick-Off Meeting

Important:  
Definition Durable Equipment  
and Consumable

JRA travel costs:  
other journeys

Only AC

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# Part B.2. Form C – Financial Statements (1)

Important: answer all questions !

Form C - Model of Financial Statement per Activity for Integrated Infrastructure Initiatives <i>(to be completed by each contractor)</i>			
Type of instrument	Integrated Infrastructure Initiatives	Type of Action (if necessary)	n/a
Project Title (or Acronym)	EUDET	Contract n°	026126
Contractors's legal name	Stiftung Deutsches Elektronen Synchrotron DESY		
Legal Type	private public body		
Contact Person	Joachim Mnich	Telephone	+49 40 8998 1921
Telecopy	+49 40 8998 1812	E-mail	joachim.mnich@desy.de
Cost model used (AC/FC or FCF)/ (UF: User Fee)(*)	AC	Indirect costs (Real or Flat Rate of 20% of Direct costs, except subcontracting)	Flat Rate of 20% of Direct costs, exc. subcontracting
Period from	01/01/2006	To	31/12/2006
(*) If UF is used under "other specific activities: transnational access/connectivity", please mention the two cost models used (eg. FC/UF or FCF/UF or AC/UF)			
<b>1- Resources (Third party(ies))</b>			
Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract? (Yes / No)			NO
If Yes, please provide the following information			
Third Party 1 (Y1)	Legal name		Cost model used
Third Party 2 (Y2)	Legal name		Cost model used
Third Party 3 (Y3)	Legal name		Cost model used
Third Party 4 (Y4)	Legal name		Cost model used
If necessary add another Form C			

# Part B.2. Form C – Financial Statements (2)

## 2- Declaration of eligible costs (in €)

Please complete only the activity covered by the relevant instrument (and type of action) indicated above and as mentioned in Article II.25 and/or in Annexes I and III of the contract.

If you are a contractor using the additional cost model (AC):

- indicate only your additional eligible costs, except for Management of the Consortium Activity for which you may indicate your full eligible costs;
- do not declare eligible direct additional costs specifically covered by contributions from third parties as mentioned in Articles II.20 and II.23.a and b of the contract.

If you are a contractor using a full cost model (FC/FCF), indicate your full eligible costs

The costs declared should distinguish between direct and indirect costs

If necessary, adjustments to previous period(s) may be included where appropriate

	Type of Activity															
	JRA		D		NA1		NA2		TA		Other Specific Activities: Transnational Access / Connectivity		Other Specific Activities		Total	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Management of the Consortium (C)		Other Specific Activities: Coordination / Networking (D)		Other Specific Activities: Transnational Access / Connectivity (E)		Other Specific Activities (F)		(G) = (A)+(B)+(C)+(D)+(E)+(F)			
	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)		
Direct costs	139669.77	0.00	0.00	0.00	56920.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196589.97	0.00		
Of which subcontracting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Indirect costs	27933.95	0.00	0.00	0.00	11384.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39317.99	0.00		
Adjustments to previous period(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Total costs</b>	<b>167603.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68304.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>235907.96</b>	<b>0.00</b>		

Different funding ratio for FC

Identical with [Appendix](#) -15-

# Part B.2. Form C – Financial Statements (3)

**3- Declaration of receipts (in €)**  
 If you are a contractor using the additional cost model (AC), indicate only receipts covered by Article II.23.c of the contract.  
 If you are a contractor using a full cost model (FC/FCF), indicate receipts covered by Article II.23 of the contract.

		Type of Activity													
		Research and Technological Development / Innovation (A)		Demonstration (B)		Management of the Consortium (C)		Other Specific Activities: Coordination / Networking (D)		Other Specific Activities: Transnational Access / Connectivity (E)		Other Specific Activities (E)		Total (G) = (A)+(B)+(C)+(D)+(E)+(F)	
		Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)	Contractor	Third Party(ies)
<b>Total receipts</b>														0.00	0.00

**4- Declaration of interest generated by the pre-financing (in €)**  
 To be completed only by the coordinator.  
 Did the pre-financing (advance) you received by the Commission for this period earn interest? (Yes / No)  
 If yes, please indicate the amount (in €)

**5- Request of FP6 Financial Contribution (in €)**  
 For this period, the FP6 Community financial contribution requested is equal to ( amount in €) 1235907.96

Box 4 only coordinator



# Part B.2. Form C – Financial Statements (4)

Box 7  
Only for partners  
without EURO

<b>6- Audit certificates</b>		
According to the contract, does this Financial Statement need an audit certificate (or several in case of Third party(ies)) delivered by independent auditor(s)? (Yes / No)		No
If Yes, does this(those) audit certificate(s) cover only this Financial Statement per Activity? (Yes / No)		
If No, what are the periods covered by this(those) audit certificate(s) ?		From - to
What is the total cost of this(those) audit certificate(s) (in €) per independent auditor(s) ?		
<b>Audit certificate of the contractor (X)</b>		
Legal name of the audit firm		Cost of the certificate
<b>Audit certificate(s) of the third party(ies) (Ys) (if necessary)</b>		
Y1 : Legal name of the audit firm		Cost of the certificate
Y2 : Legal name of the audit firm		Cost of the certificate
If necessary add another Form C.		Total (Z) = (X) + (Ys)
<i>Reminders:</i>		
The cost of an audit certificate is included in the costs declared under the activity "Management of the Consortium". The required audit certificate (s) is (are) attached to this Financial Statement		
<b>7- Conversion rates</b>		
Costs incurred in currencies other than EURO shall be reported in EURO.		
Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for		
<b>Contractor</b>		
- Conversion rate of the date of incurred actual costs? (YES / NO)		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement? (YES/NO)		
<b>Third Party(ies) (if necessary)</b>		
<b>Third Party 1 (Y1)</b>		
- Conversion rate of the date of incurred actual costs? (YES / NO)		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement? (YES/NO)		
<b>Third Party 1 (Y2)</b>		
- Conversion rate of the date of incurred actual costs? (YES / NO)		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement? (YES/NO)		
If necessary add another Form C.		
<b>8- Contractor's Certificate</b>		
We certify that:		
- the costs declared above are directly related to the resources used to reach the objectives of the project ;		
- the receipts declared above are directly related to the resources used to reach the objectives of the project ;		
- the costs declared above fall within the definition of eligible costs specified in Articles II.19, II.20, II.21, II.22 and II.25 of the contract, and, if relevant, in Annex III and Article 9 (special clauses) of the contract ;		
- the receipts declared above fall within the definition of receipts specified in Article II.23 of the contract ;		
- the interest generated by the pre-financing declared above falls within the definition of Article II.27 of the contract ;		
above Statement ;		
- the above information declared is complete and true ;		
Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised represen		
Contractor's Stamp	Name of the Person responsible for the work	Name of the duly authorised Financial Officer
○	Date	Date
	Signature	Signature

Compare cpf

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- content: summary Form C's  
editor: coordinator

## Part C. REPORT ON THE DISTRIBUTION OF THE COMMUNITY FINANCIAL CONTRIBUTION

editor: Coordinator

## Part D. DETAILED IMPLEMENTATION PLAN FOR THE NEXT 18 MONTHS

## Part D. Detailed Implementation Plan Next 18 Months

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- ❑ Update of half-year estimates, esp. next 18 months
- ❑ Implementation plan & financial information
- ❑ Months 13 – 30
- ❑ Editor: all

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**! EVERYBODY'S HELP  
REQUIRED !**

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# Time Schedule for EUDET

**Your deadline!**

<b>Coordinator</b> to European Commission	Annual Report sent to EU	<del>15-Feb-07</del>
<b>each Partner</b> to Coordinator	Final feedback to Report	31-Jan-07
<b>each Partner</b> to Coordinator	Form C signed and arrived at Coordinator; final electronic version Appendix I and Form C	31-Jan-07
<b>Coordinator</b> to Institute Leaders & Task Leaders	Final Version of the Annual Report incl. Appendix I and Form C	24-Jan-07
<b>each Partner</b> to Coordinator	Feedback to Report	12-Jan-07
<b>each Partner</b> to Coordinator	draft electronic Version of Appendix 1 (Justification of Cost) and Form C	08-Jan-07
<b>Coordinator</b> to Institute Leaders & Task Leaders	First Version of the Annual Report	18-Dec-06
<b>Coordinator</b> to Institute Leaders & Administrative Responsible	2. Call for Appendix 1 & Form C	18-Dec-06
<b>Coordinator</b> to Delegates & Administrative Responsible	1. Call for Appendix 1 & Form C	06-Dec-06
<b>Task Leaders</b> to Coordinator	per Task: Progress Report & achieved deliverables, milestones, publications; changes in implementation plan, deliverables & milestones for the remaining months; highlights; 18-months implementation and financial plan	06-Dec-06
<b>Task Participants</b> to Task Leaders	Input for Progress Report and EUDET memos and reports	22-Nov-06
<b>Task Leaders</b> to task participants	2. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months plan, publications)	13-Nov-06
<b>Task Leaders</b> to task participants	1. Call for Task Input for the Progress Report (incl. changes of implementation plan, deliverables, milestones, 18-months plan, publications)	02-Nov-06

**January 07:  
Financial**

**end 06:  
scientific**

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## General Advise

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- ❑ Less technical details – kept for deliverable reports
- ❑ Link expenditures and work performed
- ❑ Link report and implementation plan
- ❑ Emphasize joint efforts and activities
- ❑ Contact administration now:
  - print Appendix I and Form C ([www.eudet.org](http://www.eudet.org))
  - tell about your expenditures
  - ask about consumables vs. Durables
- ❑ Mind schedule – time is limited!

Again: go on EUDET webiste !



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Thank you for your attention!

Nina-Victoria Dahlke  
DESY EU project office  
[nina.dahlke@desy.de](mailto:nina.dahlke@desy.de)  
+49 40 8998 2888