

**éclair**

Effects of climate change on air pollution impacts  
and response strategies for European ecosystems



# Reporting for ECLAIRE

# Reporting

- Contractual
  - Periodic
    - 18 months [1<sup>st</sup> March 2013]
    - 18 months [1<sup>st</sup> October 2014]
    - 12 months [1<sup>st</sup> October 2015]
  - Annual Reports
    - cover in a synthetic way the progress of the project **towards meeting its Overall and specific Objectives** as described in the concept and objectives section. The **answers to the key questions** identified and the progress towards achieving the proposed advances beyond the state of the art should be clearly detailed in every annual report. Every annual report should include a **short policy briefing**. (For the intermediate reports, the gradual progress should be shown)
- At the end of the project:
  - Final report
  - Report on distribution of funds (Secretariat)
- Internal reporting

# Reporting

- Periodic Reporting
  - An overview, including a publishable summary of the progress of work
  - An explanation of the use of the resources
  - Financial statement per partner together with certificates (if applicable)

Templates provided by the Secretariat, when required. All reports have to be submitted electronically via the Participant Portal. Financial statements submitted both electronically and in original, signed and sent to the secretariat.

- Annual Reports
  - To be collated and submitted by the Secretariat from information from component leaders

# Internal Reporting

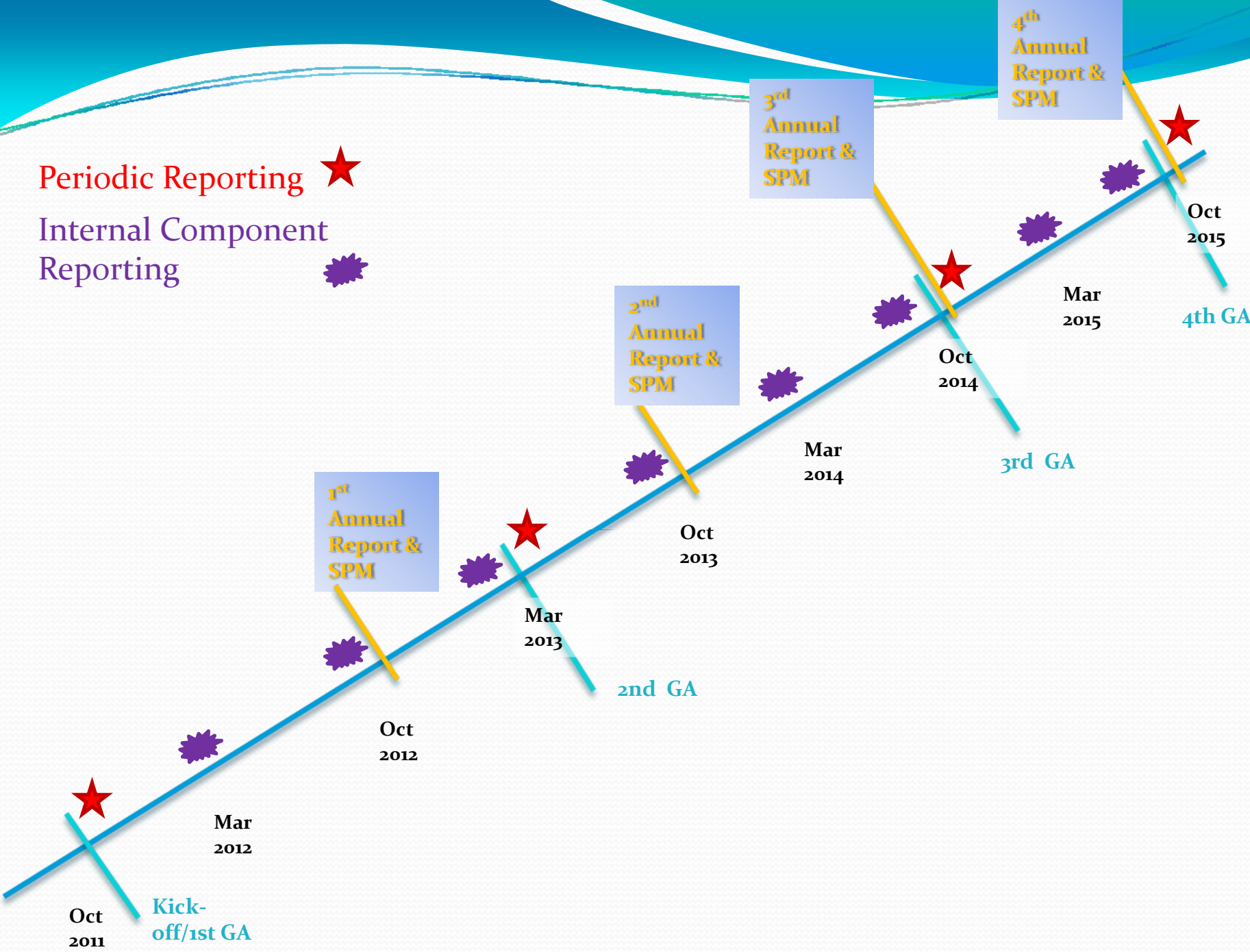
- 6 monthly update on progress
- Submitted in advance of the ESG teleconference
- Two pages per component
- Policy relevant messages
- Messages in relation to key questions and objectives
- Required even at the time of periodic reporting as will feed into the higher level output from this

# Final Reporting

- Final reports, after the end of the project
  - A periodic report
  - Additionally – final publishable summary report, plan for dissemination of knowledge, gender, socio-economic questionnaires, report on distribution of payments the Coordinator

Periodic Reporting ★

Internal Component Reporting



4<sup>th</sup> Annual Report & SPM

3<sup>rd</sup> Annual Report & SPM

2<sup>nd</sup> Annual Report & SPM

1<sup>st</sup> Annual Report & SPM

Oct 2015

Mar 2015

4th GA

Oct 2014

3rd GA

Mar 2014

Oct 2013

2nd GA

Mar 2013

Oct 2012

Mar 2012

Oct 2011

Kick-off/1st GA

# Reporting

## Financial reporting

- Explanation of the use of the resources
- Financial statement (Form C)
- Audit certificates – if claimed EC contribution equals or is higher than 375 K EUR (partners NERC and ALTERRA only)
- Please DO NOT provide audit certificates if the requested EC Contribution is lower than 375K, because the cost of the certificate WILL NOT be eligible
- VAT is not an eligible cost

# Reporting

## Finance, pre-financing

- NERC received €3,246,326.58 on our bank account (that didn't include JRC)
- This is about 50% of the total EC contribution
- This will be distributed according to the percentage of the partners budget (EC Contribution) to the total budget
- Money transfer after the Consortium Agreement is signed by ALL Partners
- Consortium Agreement – will be sent by Daniel Knight, please ask your appointed representative to sign asap and return to Daniel
- There is €235K EC Contribution unallocated budget added onto NERC's budget for the time being, which will be distributed between partners as required for unforeseen activities