



SIMBIOTIC KICK-OFF MEETING

ADMIN/FIN PRESENTATION BY
Mariama Anthony-Williams
PROJECT SUPPORT UNIT
UNIVERSITY OF MALTA



Contact Details

- For all Administrative and financial Issues related to project implementation kindly contact

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**Copy Dr. Malcolm Borg and Mr. Robert Caruana on
all email communication!**

Start Up documents

- Partnership agreement – ready and collecting Signatures
- ToR for Steering Committee – ready and collecting signatures as well as letters of appointment to SC
- Subsidy Contract – done awaiting English version
- Request for Advance Payment

OWNERSHIP

- Each Partner is responsible for their respective budget allocations; all partners should commit themselves to implement their part of the Project.
- With the exception of the advance payment all expenses incurred will be claimed on a reimbursement basis.

Responsibilities of LP

- Ensure that the costs incurred and reported by all PPs involved in the Project are related to the activities agreed upon by the PPs as listed in the approved AF;
- Check the costs that have already been verified by the First Level Controllers for each PP, with particular reference to the eligibility rules and to the activities and output expected to be delivered by the project. In case of any errors, the LP shall amend the respective claim for reimbursement accordingly;

Cont'd

- Prepare and submit claims for reimbursement to the MA according to the Programme's reimbursement and reporting procedures;
- Receive the ERDF allocation from the MA for onward transmission to each PP in a timely manner, not later than 30 days of receipt of payment.

Cont'd

- Submit any requests to the MA's whenever it is necessary to carry out any changes in the project's activities and / or the respective budgetary allocation.

Article 12

Changes to the Project and reallocation of funds

- Any changes in the project, made necessary by unforeseen circumstances and/or arising from changes in the projects context may be allowed provided that they are justified and that they do not alter the nature and objectives of the Project.
- Any change in the Project shall be agreed upon and approved by the PPs and the LP, during the Steering Committee before being formally submitted to the MA. The LP is to promptly notify the MA in writing of any situation that could delay or hinder the implementation of the project; and of any other circumstance which might affect the conditions stated in this Partnership Agreement. These changes must be approved by the MA and EXC.

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- The MA will approve changes with respect to:
- Budget changes related to one or more project partners from the budgets indicated in the approved AF if the change is less than 20% of the total project allocation;
- Changes related to project activities provided they do not alter the impact and result indicators as approved by the EXC.
- The EXC will approve changes with respect to:
 - Budget changes related to one or more project partners from the budgets indicated in the approved AF if the change is more than 20% of the total project allocation;
 - Changes related to project activities.

Reporting periods

According to Manual

| REPORT -ING PERIOD | FROM | TO | MONTHS | PRESENT CLAIM BY | CERTIFICA -TION BY | REQUEST FOR REIMBURSE- MENT |
|-----------------------------------|-------------------|-------------------|---------------|-----------------------------|-------------------------------|--|
| 1 | 01/04/2011 | 31/08/2011 | 5 | 25/09/2011 | 30/10/2011 | 30/11/2011 |
| 2 | 01/09/2011 | 31/12/2011 | 4 | 25/01/2012 | 29/02/2012 | 31/03/2012 |
| 3 | 01/01/2012 | 30/04/2012 | 4 | 25/05/2012 | 30/06/2012 | 31/11/2012 |
| | 01/05/2012 | 30/08/2012 | 4 | 25/09/2012 | 30/10/2012 | |
| 4 | 01/09/2012 | 31/12/2012 | 4 | 25/01/2013 | 28/02/2013 | 31/03/2013 |
| 5 | 01/01/2013 | 30/04/2013 | 4 | 25/05/2013 | 30/06/2013 | 31/11/2013 |
| | 01/05/2013 | 30/08/2013 | 4 | 25/09/2013 | 30/10/2013 | |

Reporting periods and accompanying allocations for SIMBIOTIC project

| Reporting Period | Payment Request | | | Expected date for submitting the report to the MA |
|------------------|-----------------|----------|------------------|---|
| | ERDF | NPC | Additional funds | |
| 1. | 326991.3 | 57704.34 | 160000 | 30/11/2010 |
| 2. | 167048 | 29479.07 | | 31/03/2012 |
| 3. | 99230.22 | 17511.22 | | 31/11/2012 |
| 4. | 99230.22 | 17511.22 | | |
| 5. | 97698.11 | 17240.84 | | 31/03/2013 |
| 6. | 61514.6 | 10855.52 | | 30/11/2013 |

Submission Deadlines to LP

- 3 – 5 days after certification – e-mail scanned copies immediately and send paper copies by post.
- For Italian Partners -In the event that the partner is contesting expense ineligibility, they are required to submit the claim as certified in the current claim for reimbursement. After review by the JTS any additional costs can be claimed in the subsequent claim period.
- For Maltese Partners PPCD requires that any clarifications / additional documents requested in this regard are furnished prior to the verification of the claim in order for such expenditure to be included in the respective claim.

General

For this project to succeed the 3C's are key

- Communication – All Partners
- Cooperation – All Partners
- Coordination – LP

This will ensure that the entire SIMBIOTIC project is ON TARGET and ON BUDGET.

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