

Information and reports required from partners (Annex 4 of service agreement)

1. Administrative and financial reports

- 1.1 Report of 'Travel and subsistence' expenditure – Report form A attached
These **must be sent** by post to **Mme Pat Davies – 5 ancienne route d'Abbeville – 62140 Labroye – FRANCE** within 1 month of the journey
- 1.2 Report of 'Personnel costs' expenditure – Report forms B.1 and B.2
These must be sent by post to **Mme Pat Davies – 5 ancienne route d'Abbeville – 62140 Labroye – FRANCE** at the end of each year – that is:
- on 30 September 2006 for the year ended on that date
 - on 30 September 2007 for the year ended on that date
 - on 30 September 2008 for the year ended on that date
- 1.3 Report of 'Other costs' and 'General costs' expenditure – Report form C attached
These must be sent by post to **Mme Pat Davies – 5 ancienne route d'Abbeville – 62140 Labroye – FRANCE** at the end of each year – that is:
- on 30 September 2006 for the year ended on that date
 - on 30 September 2007 for the year ended on that date
 - on 30 September 2008 for the year ended on that date

2. Reports of work carried out

- 2.1 Workshops, seminars, PPQRs, meetings, visits
For each activity:
- A copy of any slide presentation (ppt file)
 - A copy of the agenda/programme (word file)
 - A copy of any handouts or materials (word file or paper copy)
 - A copy of minutes of meetings (word file)
 - A copy of the evaluation feedback (word file or paper copies)
 - A participation list including name of institutions, name of person and e-mail address and signature (paper copy with original signatures)
- Electronic files should be sent by e-mail to Carmen Royo (equipe@eucen.org) and paper files by post to EUCEN, Balmes 132, 08008 Barcelona, Spain, **within 1 month of the event**.
- 2.2 Dissemination events
A note/record of all events where project disseminated etc: event, date, participants/target group, dissemination undertaken. To be sent to Carmen Royo in word file, within one week of event.
- 2.3 Other activities
For other activities – Indicators, Survey, Benchmarking:
- A workplan
 - Annual progress report
 - Record of methods, people involved, meetings (including agenda, minutes and signed participation list)
 - Final report and the product
- Detailed timetable and method/address to be sent to be agreed with the Co-ordinator.

Equipe plus - Report form A - Travel + Subsistence Costs

Note: One form for each person travelling + originals of all travel documents to be attached

Partner institution: _____

Event/activity: _____

Place (town/country): _____ Date of event: _____

Travel

Date (out and return)	From	To	Means of transport	Costs (currency)
Sub-total expenditure in (..... currency)				
Exchange rate:			Amount in euros:	
Sub-total expenditure in euros:				
Total expenditure in euros:				

Subsistence

Number of days	Subsistence - EC per diem rate	Total costs

Total travel and subsistence (in euros)	
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Comments: (eg justification for use of taxis)

Date

Name

Signature

EUCEN - checked:

EUCEN approved:

Equipe plus - Report form B.1 - Personnel Costs

Partner institution: _____

Period: Year ended 30 September 200__

Personnel involved in the project:

1. a) Name: _____

b) Personnel register reference: _____

c) Annual salary costs to employer: _____ (currency) = _____ EURO

d) Cost to employer per day: _____ EURO

e) Number of days spent on project: _____ days (should agree with B.2)

Total cost: d) multiplied by e) = _____ EURO

2. a) Name: _____

b) Personnel register reference: _____

c) Annual salary costs to employer: _____ (currency) = _____ EURO

d) Cost to employer per day: _____ EURO

e) Number of days spent on project: _____ days (should agree with B.2)

Total cost - d) multiplied by e): _____ EURO

3. Total cost: _____ EURO

Comments:

EUCEN - checked:

EUCEN approved:

Equipe plus - Report form B.2 - Time Sheet

Partner Institution: _____

Period: Year ended 30 September 200__

Name : _____

Date		Activity (workshop, PPR, NQR etc)	No of days (or part days)
day	month		
Total (agrees with total on B.1)			

Comments:

Date

Signature (employee)

Date

Signature (employer)

EUCEN - checked:	EUCEN approved:
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Equipe plus - Report form C – Other Costs and General costs

Partner institution: _____

Period: Year ended 30 September 200__

Other costs Evidence of payments must be attached	Number of pages/units	Cost per page/unit/day	Total costs (currency = euros)
Translation of: _____ (document)			
Editing of: _____ (document)			
Web host			
Room hire	Dates:		
Total (Exchange rate used: _____)			

General costs No evidence of expenditure required	
Total for period:	euros

Comments

Date

Signature

EUCEN - checked:	EUCEN approved:
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