



# Administrative Stuff

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# Outline

1. Timesheets
2. Cost Claims
3. Funds
4. Country Reviews



- **Who reports**
  - Funded **and** unfunded
- **When**
  - Every month
  - By the deadline please
- **How**
  - Agreed hours/year allowing for time off
  - PPT tool
  - Requires CERN User account
  - Need validating by supervisor
  - Claire may assist
- **Tasks**
  - WBS says who should work on what
  - Not too strict but should be some rough agreement. If not, discuss with Activity leader and/or me.
  - EU Projects (FP7 requirement)



# Cost Claims

- Internal Cost Claim each quarter
  - Spreadsheet in PPT - end October
  - Q1 and Q2 due to CERN by 22 November
  - Also send to Claire (STFC Responsibility)
- Cumulative through each year, so don't worry about correction
- Staff costs should match timesheets (roughly)
- Form C each year
  - Official EC document
  - Seen and checked by EC.
  - Needs to be audited
  - Tight deadline (45-60 days for CERN)
  - Please prepare your internal people and book an auditor
  - Send to STFC as JRU Coordinator
- Lateness of submission will have repercussions



- STFC receives prepayment from CERN (in tranches)
- STFC have paid one quarter already.
- STFC will pay JRU members on receipt of ICC each quarter subject to agreement that work has been done.
- After Form C submitted, EC can object to partner's claim.
- STFC will have to refund money
  - JRU agreement requires JRU partner to refund.



# Country Reviews

- Each year EGEE (?) will review each country's delivery.
- SA1 had federation reviews in EGEE II
  - Philippa Strange led input with input from partners.
  - A few partners attended physically
- In EGEE III the review will be all activities for a country
- Will review staffing, finance, delivery
  - Activity managers input important
- We should take this seriously