



Web-COSI EU FP7 Project Consortium Committee

Rome, 10 January 2014

Istat, Aula Magna, Via Cesare Balbo 14

Web-COSI

Web COmmunities for Statistics for Social Innovation:
management of Web-COSI - coordination of the
consortium

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Project Manager of Web-COSI

Web-COSI is based on:

- Grant Agreement (GA) n. 610422

ANNEX 1 (Description of Work)

ANNEX 2 (General Conditions)

ANNEX 4 (Form A- Accession of beneficiaries to the Grant Agreement)

ANNEX 5 (Form B- Request for accession of a new beneficiary to the GA)

ANNEX 6 (Form C- Financial Statement to be filled in by each beneficiary)

ANNEX 7 (Form D-Terms of reference for the certificate of financial statements)

ANNEX 7 (Form E-Terms of reference for the certificate on methodology)

- Consortium Agreement (CA) – 19 September 2013

Web-COSI main facts

Duration: 24 months, 1 January 2014 – 31 December 2015

Expected outputs:

- 23 Deliverables
- 2 Periodic Reports at the end of the following periods:
 - 1st period (M1-M12) 1 January 2014 - 31 December 2014
 - 2nd period (M13-M24) 1 January 2015 - 31 December 2015
- one Final Report

Financial Contribution

Expected outputs: deliverables

23 Deliverables as foreseen in Annex I (DoW)

all deliverables **must be submitted according to the timetable specified in the DoW**

the partner in charge of the deliverable will circulate a draft among the partners in order to define a final version in accordance with the consortium

the coordinator will define a template for the final version that will be made available to the partners

as to deliverables which are events/activities the partner in charge has to write a brief report on the event/activity (following a specific template that will be provided)

the final version of the deliverable will be submitted electronically by the coordinator to the EC via the Participant Portal

Expected outputs: deliverables

	Deliverable no.	Deliverable name	WP no.	Nature	Lead Beneficiary	Delivery Month (DoW)	Delivery Date (by the month)
1	1.1	Kick off Meeting	1	O	Istat	1	30 January 2014
2	2.1	Webinar: well-being & societal progress initiatives in Europe - good practice	2	O	OECD	4	30 April 2014
3	2.2	Webinar to promote and disseminate the most incisive contents and methods implemented by civil society for societal innovation in the field of collecting statistics on well-being	2	O	LUNARIA	6	30 June 2014
4	2.3	Report: mapping initiatives best practice, the results of citizen dialogue on well-being and societal progress	2	R	OECD	8	30 August 2014
5	2.4	Set up of an interactive crowd-sourced map of initiatives in Europe and in the World	2	O	OECD	12	30 December 2014
6	2.5	Report on better practice models in a variety of areas related to social entrepreneurship (e.g. health, education, community cohesion) and on the mapping exercise	2	R	i-genius	16	30 April 2015
7	2.6	Report on the NSIs experiences and best practices, focus on EU level	2	R	Istat	16	30 April 2015
8	3.1	Webinar on making data more accessible for society at large	3	O	OECD	6	30 June 2014
9	3.2	European Wikiprogress University Programme	3	O	OECD	11	30 November 2014
10	3.3	Wikipedia of progress statistics: redesign of Wikiprogress.stat	3	O	OECD	8	30 August 2014
11	3.4	Workshop on the involvement of the communities for the statistics	3	O	OECD	10	30 October 2014
12	3.5	citizens campaign and 'youth section' on the Wikiprogress platform	3	R	OECD	12	30 December 2014
13	3.6	Report on the potential for social innovation in civil society participation to the definition of statistics for societal progress and human well-being beyond GDP, leading to suggestions to civil society networks and to EU policy makers	3	R	LUNARIA	20	30 August 2015
14	3.7	Document to outline the European dimension, in a global perspective, on the involvement of communities at large for official and non official statistics on well-being and societal progress	3	R	Istat	21	30 September 2015
15	3.8	Four focus groups of social entrepreneurs in four locations of the EU different to gain a sample perspective on how data can be best utilised in their locality	3	O	i-genius	21	30 September 2015

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Expected outputs: deliverables

	Deliverable no.	Deliverable name	WP no.	Nature	Lead Beneficiary	Delivery Month (DoW)	Delivery Date (by the month)
16	4.1	Communication tools -Brochure and Web site of the project	4	O	i-genius	3	30 March 2014
17	4.2	Policy Briefs	4	O	Istat	24	30 December 2015
18	4.3	Final Conference	4	O	i-genius	24	30 December 2015
19	4.4	Workshop: well-being and societal progress crowd sourcing initiatives in Europe	4	O	OECD	9	30 September 2014
20	4.5	Workshop to create new methods and develop existing methods on creating critical mass on the usage of data for driving social entrepreneurship initiatives	4	O	i-genius	14	28 February 2015
21	4.6	Workshop to promote and disseminate the contents and methods implemented by civil society for societal innovation in the field of collecting statistics on well-being	4	O	LUNARIA	16	30 April 2015
22	4.7	EU Seminar comprising social entrepreneurs and EU policy makers to explore the findings of the data and consultations in order to explore implications for policy	4	O	i-genius	20	30 August 2015
23	4.8	Produce a short film (4min.) for youtube and social media distribution to showcase the better practice examples with reference to the needs defined in the data gathering process	4	O	i-genius	22	30 October 2015

- 12 deliverables in the **first reporting period** (M1-M12)
- 11 deliverables in the **second reporting period** (M13-M24)

Expected outputs: periodic reports

The consortium has to submit a periodic report to the Commission within 60 days after the end of each reporting period.

Web-COSI reporting periods (art. 4 GA)

1st period: 1 January 2014 - 31 December 2014

2nd period: 1 January 2015 - 31 December 2015

2 periodic reports that contain both the technical and financial reporting, include:

- an overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and attainments of any milestones and deliverables identified in Annex I. This report should also include the differences between the work planned in Annex I and the one actually carried out,
- an explanation of the use of the resources, and
- a **financial statement (Form C – Annex 6)** by each beneficiary together with a summary financial report made by the coordinator based on the information provided in Form C by each beneficiary.

FP7 - Grant Agreement - Annex VI - Coordination and Support Action

Form C - Financial Statement (to be filled in by each beneficiary)			
Project nr	nnnnnn	Funding scheme	Coordination and Support Action
Project Acronym	XXXXXXXXXXXXXXXXXXXX		
Period from	ddmm/yy	Is this an adjustment to a previous statement ?	Yes/No
To	ddmm/yy		
Legal Name		Participant Identity Code	nn
Organisation short Name		Beneficiary nr	nn
Funding % for RTD activities (A)		If flat rate for indirect costs, specify %	%

1- Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity					TOTAL (C+D+E)
	RTD (A)	Demonstration (B)	Coordination/Support (C)	Management (D)	Other (E)	
Personnel costs						
Subcontracting						
Other direct costs						
Indirect costs						
Maximum reimbursement indirect costs						
Lump sum/flat rate/scale of unit declared						
Total						
Maximum EU contribution						
Requested EU contribution						

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art. II.17 of the grant agreement ? Yes/No

If yes, please mention the amount (in €) _____

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.19 ? Yes/No

If yes, please mention the amount (in €) _____

4- Certificate on the methodology

Do you declare average personnel costs according to Art. II.14.1 ? Yes/No

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4 ? Yes/No

Name of the auditor	_____	Cost of the certificate (in €, if charged under this project)	_____
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5- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4 ? Yes/No

Name of the auditor	_____	Cost of the certificate (in €)	_____
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6- Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;
- the interest declared above is the only interest yielded until 31/12/2012 by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's Stamp (if applicable)	Name of the Person(s) Authorised to sign this Financial Statement
	Date & hand signature/electronic transmission and signature*

Expected outputs: periodic reports

- ❖ The **Financial Statement** (Form C) has to be filled in by EACH beneficiary and must be transmitted and electronically signed through the **electronic exchange system (Participant Portal)** by the authorised person within the beneficiary's organisation

Recommendations:

Personnel costs: State the category of personnel (manager/researcher/..). State the number of people and PMs per category: e.g. 2 researchers 1.5 PM; 1 technician 0.3 PM

Please be careful when specify, this contract **does not envisage subcontracting costs.**

Travel costs: state the destination, date(s), number of attendees, purpose of the meeting/travel and whether a presentation was made, for each travel.
e.g. Rome, 02/11/11, conference X, 1 person, 1 project presentation made.

Expected outputs: final report

One FINAL REPORT

It has to be delivered within 60 days after the end of the project (in addition to the periodic report for the last reporting period).

It comprises:

- Final publishable summary report
- Report on wider societal implications (incl. ethics, gender, awareness spreading) and
- Plan for the use and dissemination of foreground

Expected outputs

- ❖ The *Commission* shall evaluate and approve project reports and deliverables and disburse the corresponding payments within 90 days from the day of receipt of project reports and deliverables

- ❖ After reception of the reports the *Commission* may:
 - Approve the reports and deliverables
 - Reject the reports and deliverables
 - Suspend the time limit for approval
 - Suspend the payment in whole or in part

- ❖ The consortium shall transmit the reports and other deliverables through the coordinator to the *Commission* using **the electronic exchange system (Participant Portal)** set up by the *Commission*.

Technical audit or review

The *Commission* may initiate a **technical audit or review** at any time during the implementation of the project

Two technical reviews are foreseen for Web-COSI project

The first review has been planned by the Commission at the end of 2014

The aim of a technical audit or review shall be to assess the work carried out under the *project* over a certain period, *inter alia* by evaluating the *project* reports and deliverables relevant to the period in question.

All the members of the consortium are required to participate in the review

Financial contribution

Total Budget Breakdown (art.5 GA-Annex1)

Budget Breakdown

Project Number ¹	610422	Project Acronym ²	Web-COSI				
One Form per Project							
Participant number in this project ¹¹	Participant short name	Ind. costs ¹³	Estimated eligible costs (whole duration of the project)				Requested EU contribution
			Coordination / Support (A)	Management (B)	Other (C)	Total A+B+C	
1	ISTAT	T	88,953.00	42,000.00	0.00	130,953.00	116,316.00
2	OECD	T	280,374.00	0.00	0.00	280,374.00	250,000.00
3	LUNARIA	F	68,451.00	0.00	0.00	68,451.00	61,036.00
4	i-genius	S	161,648.00	0.00	0.00	161,648.00	161,648.00
Total			599,426.00	42,000.00	0.00	641,426.00	589,000.00

Each beneficiary has its own budget breakdown approved by the Commission and accepted by each beneficiary signing the Grant Preparation Form during the negotiation phase (GPFs - Form A2.5)

Beneficiaries are allowed to transfer budget between different activities and between themselves in so far as the work is carried out as foreseen in the DoW.

Please consider that for this type of project, reimbursement of indirect eligible costs for each beneficiary may reach a maximum of 7% of the direct eligible costs.

Rome, 10 January 2014

Financial contribution: pre-financing

In accordance with art.6 GA the following pre-financing has been paid:

EUR 353,400 – EUR 29,450 (*guarantee fund*) = EUR **323,950**

distributed by the coordinator to the beneficiaries according to the total budget breakdown

participant number	participant short name	requested EU contribution	pre-financing
1	ISTAT	116,316.00	63,973.80
2	OECD	250,000.00	137,500.00
3	LUNARIA	61,036.00	33,569.80
4	i-genius	161,648.00	88,906.40
TOTAL		589,000.00	323,950.00

Financial contribution: interim and final payments

For *projects* with more than one reporting period, the *Commission* shall make **interim payments** of the financial contribution corresponding to the amount accepted for each reporting period.

The total amount of interim payments + pre-financing will be limited to 90% of the maximum EU contribution. This may imply that in some cases payment for the interim periods may be reduced in order to respect this limit.

The **final payment** will be transferred after the approval of the final report. It consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.

The *Commission* may, at any time during the implementation of the *project* and up to five years after the end of the *project*, arrange for financial audits to be carried out by external auditors or by the *Commission* services themselves

EC reference documents

The following page includes all the H2020 & FP7 reference documents

http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#fp7

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in EC projects.

http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Consortium Agreement (CA)

The purpose of the Consortium Agreement is to specify with respect to the Project the relationship among the Parties.

In particular, it concerns:

- the organisation of the work among the Parties
- the management of the Project
- rights and obligations of the Parties
- access rights and dispute resolution

CONSORTIUM AGREEMENT (CA)

ROLE OF PROJECT COORDINATOR

- to manage the project
- to act as a liaison between the Parties and the Commission concerning the project
- to coordinate all decisions involving budgetary changes or changes in the work to be undertaken by the Party after consultation with all the other Parties
- to collect information from the Parties, to enable submission of all management and progress reports and cost statements as specified in the Grant Agreement, to be submitted to the Commission on time
- to administer project finances in accordance with the Grant Agreement and with article 8 of this Consortium Agreement
- to ensure the scientific and/or technical quality of the work in line with the provisions of Annex I of the Grant Agreement

CONSORTIUM AGREEMENT (CA)

ROLE OF WP LEADERS

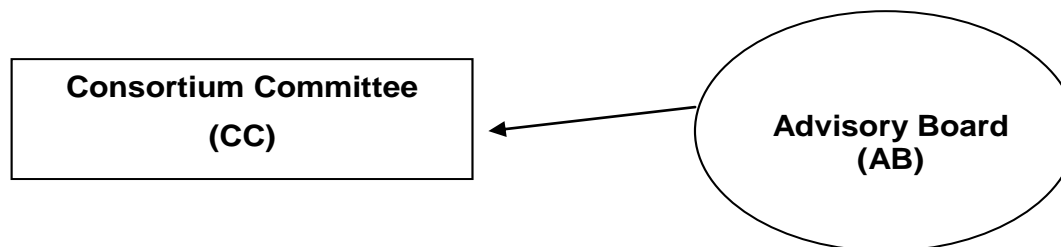
ISTAT (WP1 and WP4) – OECD (WP2 and WP3)

The Party which is a work package Leader shall manage and direct the work, monitor the progress of the work and ensure the submission of deliverables

The WP Leader shall also have the following responsibilities:

- a) To call meetings, conference calls or exchange of e-mails as may be required for the exchange of information about the work
- b) To monitor the progress of the work and to promptly inform the coordinator of any difficulties or delay
- c) To ensure the successful completion of the work package within the schedule identified in the Grant Agreement (Annex 1)

Management Structure (CA)



The scientific and technical coordination of the project will be managed by Istat. Within the consortium Istat will be responsible for the overall coordination of the project and thus will chair the envisaged governance board (Consortium Committee) and coordinate the Advisory Board.

Rome, 10 January 2014

Management Structure (CA)

Consortium Committee (CC)

chaired by the project coordinator, is formed by all partners. It is responsible for the scientific and technical coordination of the project. It represents also the general assembly of the project which takes decisions on administrative and financial matters which transcend the individual work packages and partners. It takes decisions on the opportunity of amending the work plan. The Consortium Committee will regularly meet (physically and virtually via video conference and emails) during the life-cycle of the project.

Advisory Board (AB)

is a counselling body providing advice and guidance for the development of the project to ensure high quality and excellence and to enhance the scientific relevance of the dissemination actions. It will be coordinated by Istat. At least two meetings of the AB will take place during the duration of the project, although the main exchanges of opinions will take place by mail or by means of conference calls.

ISTAT Web-COSI Coordination Team

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Thank you for your attention