European Commission

CEF Digital

REPA (REporting and PAyments)

Health and Digital Executive Agency

26 March 2025

Content

- Main remarks on reporting and payment
- Costs categories – Eligibility / Claiming / Reporting
  - A. Personnel costs
  - B. Subcontracting
  - C. Purchase costs
  - D. Other cost categories
- Ex post audits: points of attention, bookkeeping, financial documentation

Questions?

www.slido.com code #CEF-DIG-REPA

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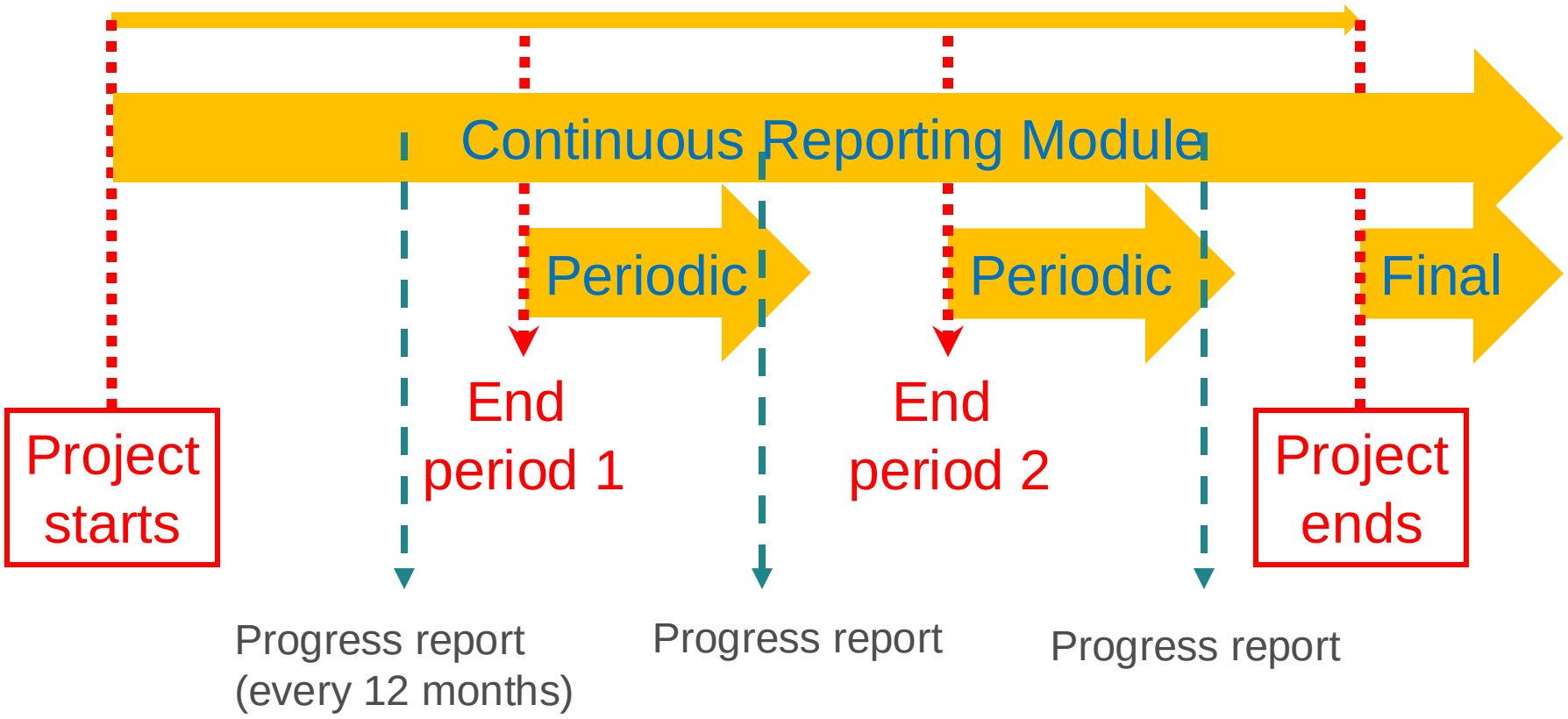
Reporting
Overview



Reporting and payments
Available resources – Webinar 2023

Existing presentation (video + slides) available at:

https://hadea.ec.europa.eu/news/repa-webinar-29-june-2023-cef-digital-amendments-reporting-payment-presentations-recording-2023-07-05_en

1. Reporting

1. Information and guidance documents
2. Continuous reporting (including progress report)
3. Periodic reporting

2. Payment & Costs

1. Payment process
2. Eligibility of costs
3. Rules on assessing the eligibility of claimed costs, procurement, budget transfers

Reporting and payments

Available resources – Guidance – Eligibility of costs

- ✓ **Call texts**
  Reference Documents (europa.eu)

- ✓ **Grant Agreement**
  mga_cef_en.pdf (europa.eu)

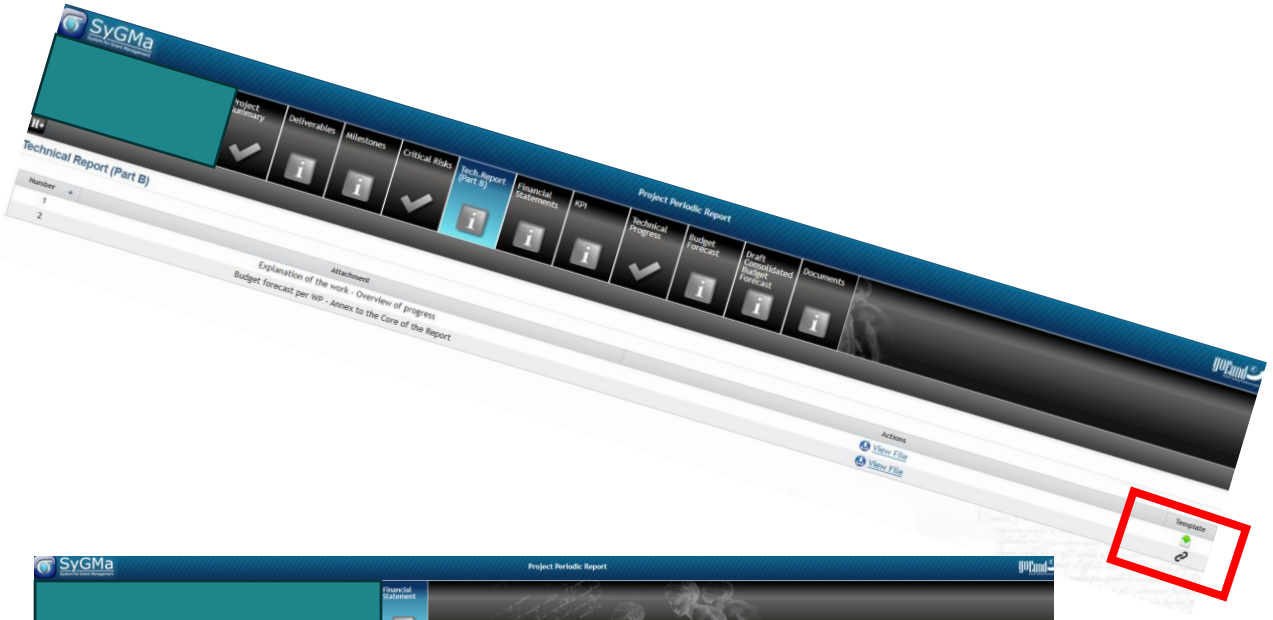
- ✓ **Annotated Grant Agreement**
  aga_en.pdf (europa.eu)

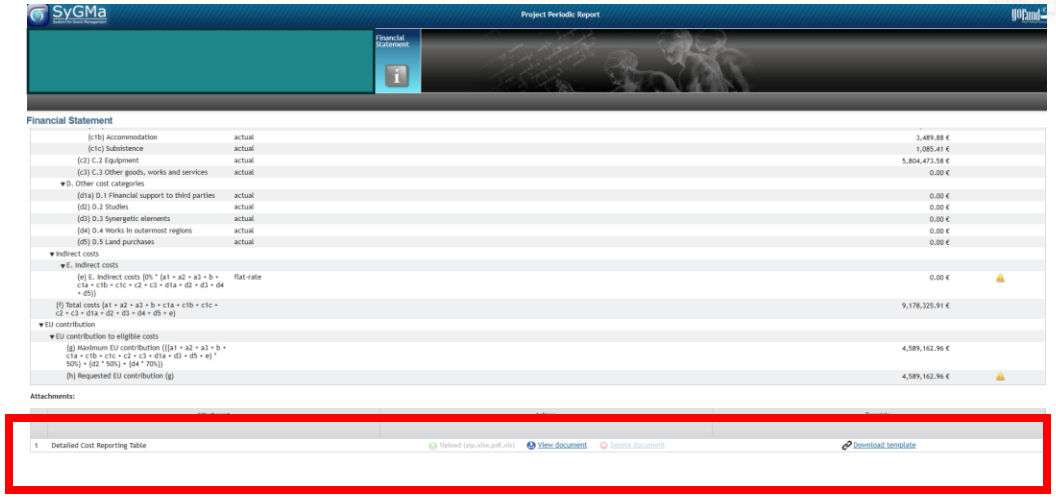
- ✓ **Certificate on Financial Statement (CFS)**
  Reference Documents (europa.eu)

Reporting and payments

Periodic Report – list of documents

1. Financial Part (Financial Statement)
2. “Detailed Cost reporting table”
3. Budget Forecast
4. “Budget Forecast per WP”
5. Contribution to the Technical Report





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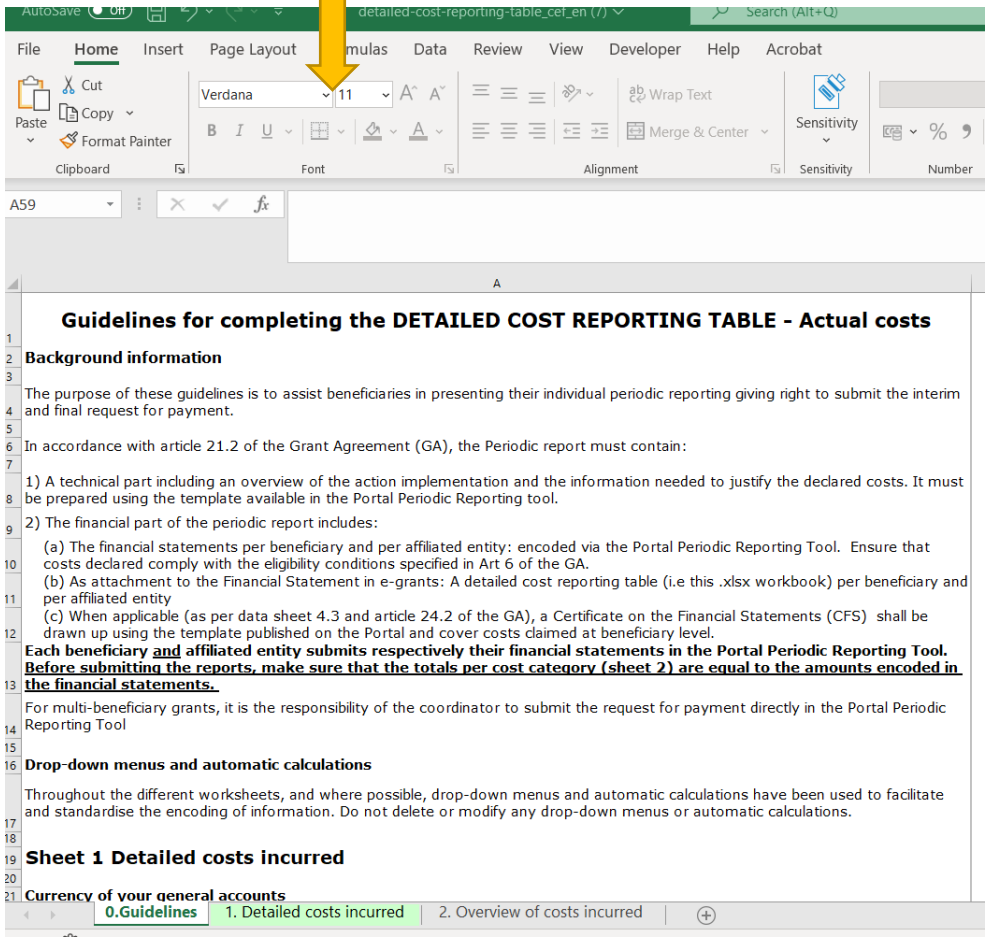
Periodic Report

Detailed costs reporting table

Excel document to be downloaded from the F&T portal, filled in and uploaded in the system by each beneficiary

1st tab: explanations



Guidelines for completing the DETAILED COST REPORTING TABLE - Actual costs

Background information

The purpose of these guidelines is to assist beneficiaries in presenting their individual periodic reporting giving right to submit the interim and final request for payment.

In accordance with article 21.2 of the Grant Agreement (GA), the Periodic report must contain:

1) A technical part including an overview of the action implementation and the information needed to justify the declared costs. It must be prepared using the template available in the Portal Periodic Reporting tool.

2) The financial part of the periodic report includes:

(a) The financial statements per beneficiary and per affiliated entity: encoded via the Portal Periodic Reporting Tool. Ensure that costs declared comply with the eligibility conditions specified in Art 6 of the GA.
(b) As attachment to the Financial Statement in e-grants: A detailed cost reporting table (i.e this .xlsx workbook) per beneficiary and per affiliated entity
(c) When applicable (as per data sheet 4.3 and article 24.2 of the GA), a Certificate on the Financial Statements (CFS) shall be drawn up using the template published on the Portal and cover costs claimed at beneficiary level.

Each beneficiary and affiliated entity submits respectively their financial statements in the Portal Periodic Reporting Tool. Before submitting the reports, make sure that the totals per cost category (sheet 2) are equal to the amounts encoded in the financial statements.

For multi-beneficiary grants, it is the responsibility of the coordinator to submit the request for payment directly in the Portal Periodic Reporting Tool

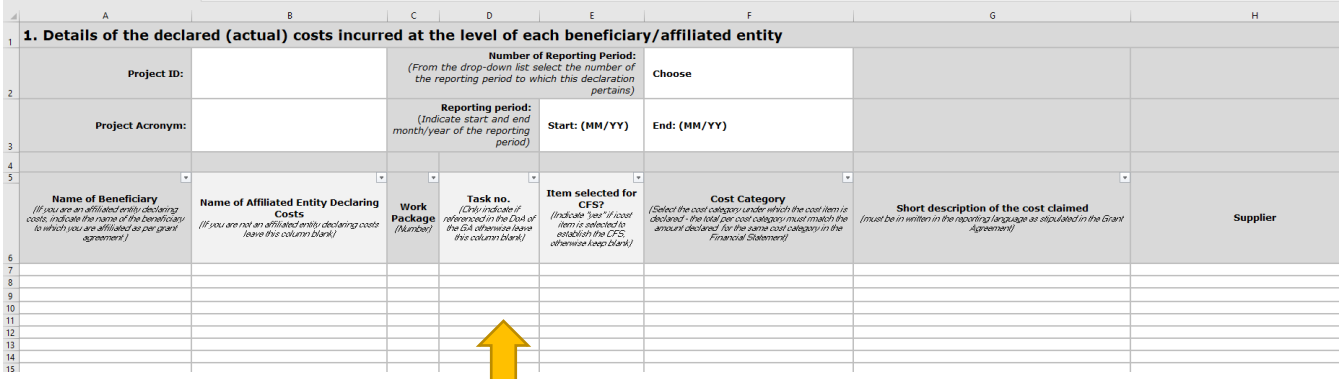
Drop-down menus and automatic calculations

Throughout the different worksheets, and where possible, drop-down menus and automatic calculations have been used to facilitate and standardise the encoding of information. Do not delete or modify any drop-down menus or automatic calculations.

Sheet 1 Detailed costs incurred

Currency of your general accounts

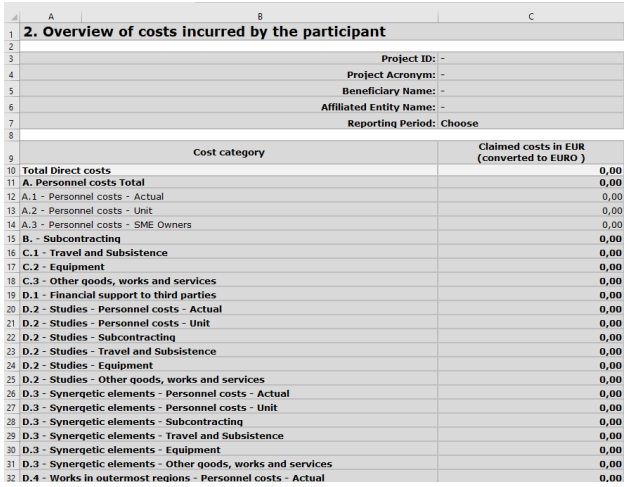
0.Guidelines | 1. Detailed costs incurred | 2. Overview of costs incurred



1. Details of the declared (actual) costs incurred at the level of each beneficiary/affiliated entity

Project ID:		Number of Reporting Period: (From the drop-down list select the number of the reporting period to which this declaration pertains)			Choose		
Project Acronym:		Reporting period: (Indicate start and end month/year of the reporting period)		Start: (MM/YY)	End: (MM/YY)		
Name of Beneficiary (If you are an affiliated entity declaring costs, indicate the name of the beneficiary to which you are affiliated as per grant agreement)	Name of Affiliated Entity Declaring Costs (If you are not an affiliated entity declaring costs leave this column blank)	Work Package (Number)	Task no. (Only indicate if referenced in the DoA of the GA otherwise leave this column blank)	Item selected for CFS? (Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)	Cost Category (Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)	Short description of the cost claimed (must be in written in the reporting language as stipulated in the Grant Agreement)	Supplier

2nd tab: to fill in



2. Overview of costs incurred by the participant

Project ID:	-
Project Acronym:	-
Beneficiary Name:	-
Affiliated Entity Name:	-
Reporting Period:	Choose

Cost category	Claimed costs in EUR (converted to EURO)
Total Direct costs	0,00
A. Personnel costs Total	0,00
A.1 - Personnel costs - Actual	0,00
A.2 - Personnel costs - Unit	0,00
A.3 - Personnel costs - SME Owners	0,00
B. - Subcontracting	0,00
C.1 - Travel and Subsistence	0,00
C.2 - Equipment	0,00
C.3 - Other goods, works and services	0,00
D.1 - Financial support to third parties	0,00
D.2 - Studies - Personnel costs - Actual	0,00
D.2 - Studies - Personnel costs - Unit	0,00
D.2 - Studies - Subcontracting	0,00
D.2 - Studies - Travel and Subsistence	0,00
D.2 - Studies - Equipment	0,00
D.2 - Studies - Other goods, works and services	0,00
D.3 - Synergetic elements - Personnel costs - Actual	0,00
D.3 - Synergetic elements - Personnel costs - Unit	0,00
D.3 - Synergetic elements - Subcontracting	0,00
D.3 - Synergetic elements - Travel and Subsistence	0,00
D.3 - Synergetic elements - Equipment	0,00
D.3 - Synergetic elements - Other goods, works and services	0,00
D.4 - Works in outermost regions - Personnel costs - Actual	0,00

3rd tab: totals per category

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Periodic Report

Detailed costs reporting table

Fill in all fields appropriately, notably the dates of the reporting period

1. Details of the declared (actual) costs incurred at the level of each beneficiary/affiliated entity

Project ID:	**101234567**	**Number of Reporting Period:** *(From the drop-down list select the number of the reporting period to which this declaration pertains)*	**Reporting Period 2**
Project Acronym:	**23-EU-DIG-RepaPrez**	**Reporting period:** *(Indicate start and end month/year of the reporting period)*	**01-2023** **06-2024**

Name of Beneficiary *(If you are an affiliated entity declaring costs, indicate the name of the beneficiary to which you are affiliated as per grant agreement.)*	**Name of Affiliated Entity Declaring Costs** *(If you are not an affiliated entity declaring costs leave this column blank)*	**Work Package** *(Number)*	**Task no.** *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	**Item selected for CFS?** *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	**Cost Category** *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	**Short description of the cost claimed** *(must be in written in the reporting language as stipulated in the Grant Agreement)*
My Company		1	1		A.1 - Personnel costs - Actual	Project Manager - 149 worked days - daily rate = 327.66 €
My Company		2	1		A.2 - Personnel costs - Unit	Engineer - 48,5 days - daily rate = 230 €
My Company		4	4		A.1 - Personnel costs - Actual	A.2 Natural person - Communication officer - 25 days - daily rate = 180 €
My Company		1	1		A.1 - Personnel costs - Actual	A.3 Seconded person - Project assistant - 30 days - daily rate = 160 €

Currency of your general accounts:	BGN	**/EUR**			
Calculated exchange rate:	**0.51130**				
Total direct costs claimed for this reporting period and for all work packages in EUR:					**35,420.99**
curement ract plies/works) *r procurement leave this column k)*	**Internal reference of the procurement contract** *(Compulsory if you have indicated a procurement contract, otherwise leave this column blank)*	**Date of invoice**	**Unique Accounting number**	**Amount in the currency of the general accounts (excl. VAT)** *(VAT is not an eligible cost under the grant agreement and must therefore not be declared)*	**Amount in EUR** *(Automatic calculation based on the exchange rate indicated in the header of this table)*
				48,821.34	24,962.35
				11,155.00	5,703.55
				4,500.00	2,300.85

When relevant, specify the correct exchange rate (available on the ECB website) for the reporting period

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Periodic Report

Detailed costs reporting table - Consistency with Financial statement

SyGMa

Project Periodic Report

Financial Statement

Financial Statement

Eligible costs:

Category	Form of Funding	Total
Eligible costs (per budget category)		
Direct costs		
A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	408,796.64 €
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
B. Subcontracting costs		
(b) Subcontracting	actual	14,000.00 €
C. Purchase costs		
C.1 Travel and subsistence		
(c1a) Travel	actual	320.16 €
(c1b) Accommodation	actual	0.00 €
(c1c) Subsistence	actual	0.00 €
(c2) C.2 Equipment	actual	0.00 €
(c3) C.3 Other goods, works and services	actual	92,570.71 €
D. Other cost categories		
(d1a) D.1 Financial support to third parties	actual	0.00 €
Indirect costs		
E. Indirect costs		
(e) E. Indirect costs (0% * (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a))	flat-rate	0.00 €
(f) Total costs (a1 + a2 + b + c1a + c1b + c1c + c2 + c3 + d1a + e)		515,687.51 €
EU contribution		
EU contribution to eligible costs		
(g) Maximum EU contribution (50% * f)		257,843.76 €
(h) Requested EU contribution (g)		257,843.76 €
Revenues		
(n) Income generated by the action	actual	0.00 €

Attachments:

	Attachment	Actions	Template
1	Detailed Cost Reporting Table	Upload (zip,xlsx,pdf,xls) View document Delete document	Download template

2. Overview of costs incurred by the participant

Project ID:	
Project Acronym:	
Beneficiary Name:	
Affiliated Entity Name:	
Reporting Period:	

Cost category	Claimed costs in EUR (converted to EURO)
Total Direct costs	**515.687,51**
A. Personnel costs Total	**408.796,64**
A.1 - Personnel costs - Actual	408.796,64
A.2 - Personnel costs - Unit	0,00
A.3 - Personnel costs - SME Owners	0,00
B. Subcontracting	**14.000,00**
C.1 - Travel and Subsistence	**320,16**
C.2 - Equipment	**0,00**
C.3 - Other goods, works and services	**92.570,71**
D.1 - Financial support to third parties	**0,00**
D.2 - Studies - Personnel costs - Actual	**0,00**
D.2 - Studies - Personnel costs - Unit	**0,00**
D.2 - Studies - Subcontracting	**0,00**
D.2 - Studies - Travel and Subsistence	**0,00**
D.2 - Studies - Equipment	**0,00**
D.2 - Studies - Other goods, works and services	**0,00**
D.3 - Synergetic elements - Personnel costs - Actual	**0,00**
D.3 - Synergetic elements - Personnel costs - Unit	**0,00**
D.3 - Synergetic elements - Subcontracting	**0,00**
D.3 - Synergetic elements - Travel and Subsistence	**0,00**
D.3 - Synergetic elements - Equipment	**0,00**
D.3 - Synergetic elements - Other goods, works and services	**0,00**
D.4 - Works in outermost regions - Personnel costs - Actual	**0,00**
D.4 - Works in outermost regions - Personnel costs - Unit	**0,00**
D.4 - Works in outermost regions - Subcontracting	**0,00**
D.4 - Works in outermost regions - Travel and Subsistence	**0,00**
D.4 - Works in outermost regions - Equipment	**0,00**
D.4 - Works in outermost regions - Other goods, works and services	**0,00**
D.5 - Land purchase	**0,00**

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☞ Art. 6.1

Costs general eligibility conditions

- Eligible costs are actual costs incurred by the beneficiary, which are:
  - ✓ **Actually incurred** by the beneficiaries/affiliated entities,
  - ✓ **Within** the project duration
  - ✓ **Indicated** in Annex 1 (Part B) and Annex 2
  - ✓ **Necessary** for the implementation of the project as described in Annex 1
  - ✓ **Identifiable** and **verifiable** (in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices)
  - ✓ **Reasonable**, **justified** and which comply with **sound financial management** principles

☞ Art. 6.3

Costs general eligibility conditions

Examples of **ineligible costs**:

- costs related to return on capital and dividends paid by a beneficiary
- VAT (always ineligible)
- costs of land and building acquisition
- currency exchange losses
- excessive or reckless expenditure
- costs incurred or contributions for activities implemented during grant agreement suspension
- costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities
- costs or contributions declared specifically ineligible in the call conditions
- in-kind contributions by third parties
- indirect costs / overheads

Content

- Main remarks on reporting and payment
- Costs categories – Eligibility / Claiming / Reporting
  - A. Personnel costs
  - B. Subcontracting
  - C. Purchase costs
  - D. Other cost categories
- Ex post audits: points of attention, bookkeeping, financial documentation

Costs per budget category

☞ Art. 6.2

- **A. Personnel costs**
  - A.1 Employees (or equivalent)
  - A.2 Natural persons working under a direct contract
  - A.3 Personnel seconded by a third party against payment
  - A.4 Costs for SME owners (*i.e. owners of beneficiaries that are SME and not receiving a salary*) or natural person beneficiaries (*i.e. beneficiaries that are natural persons not receiving a salary)*
- **B. Subcontracting**
- **C. Purchase costs**
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- **D. Other cost categories**
  - D.2 Studies
  - D.4 Works in outermost regions

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A. Personnel costs

☞ GA Art. 6.2

Costs for:

- **A.1 employees** (or equivalent)
- **A.2 natural persons working under a direct contract**
- **A.3 personnel seconded** by a third party against payment
- **A.4** Costs for **SME owners** *(i.e. owners of beneficiaries that are SME and not receiving a salary)* or **natural person beneficiaries** *(i.e. beneficiaries that are natural persons not receiving a salary)*

A.1 Employees
Eligibility

☞ Art. 6.2 A.1

2 options

1

Declare **actual** (not average) **personnel costs**

2

Declare staff costs as **unit** (average) **costs***

*Commission Decision available here

In all cases:

- Supported by a standard employment contract or equivalent appointing act
- Number of day-equivalents declared for a person must be identifiable and verifiable, Article 20 (***total number of days declared per person/year max. 215***)
- Costs must comply with general and specific eligibility rules
- Cannot include overheads
- Time-record system needed

A.1 Employees
Eligibility

☞ Art. 6.2 A.1

Eligibility includes:

- **fixed salary**
- **fixed complements**, **if unconditional entitlements** for the person (e.g. family allowance and contributions to medical insurance schemes set out in national law, complementary pension plan contributions set out in the collective labour agreement, etc.)
- **variable complements**, (e.g. bonuses), **if:**
  - paid based on objective conditions set out, at least, in the internal rules of the beneficiary;
  - paid in a **consistent manner,** (i.e. not just for actions supported by EU grants), and − where applicable, subject to the specific eligibility conditions for supplementary payments (see annotated GA)
- **social security contributions** (mandatory employer and employee contributions)
- **taxes linked to the remuneration** (e.g. income tax withholding)
- **other costs** and payments linked to the remuneration **if** they are justified and registered as personnel costs in accordance with the beneficiary's **usual** remuneration practices (e.g. benefits in kind like company car made available for the private use, lunch vouchers, accrual for unconditional severance payments mandatory under national law)

A.1 Employees
Eligibility

☞ Art. 6.2 A.1

Eligibility does NOT include:

- part of the remuneration which has not been an actual cost for the beneficiary
- payments of dividends to employees
- variable complements based on commercial targets
- arbitrary bonuses
- bonuses that depend on budget availability
- Etc.

A.1 Employees

1. Actual costs - calculating and reporting

☞ Art. 6.2 A.1

2 methods:

1. **per reporting period (RP)**
2. **per calendar year** (from January to December)

Each beneficiary can select any method as long as it is consistently applied over the whole project duration.

A.1 Employees

1. Actual costs - Calculating– per RP

☞ Art. 6.2 A.1

Use a single corporate daily rate per person and per reporting period (RP)

Employee cost = Daily rate ✖ Day-equivalents worked on the action during the RP ✖ Working time factor

Daily rate calculation

$$\text{Daily rate} = \frac{\textit{Actual costs for the person for the whole RP}}{(215 / 12) \ X \ (\textit{number of months* within the RP})}$$

* Number of months:
= length of the RP
or = length of employment of the person during this RP if it is shorter

A.1 Employees

1. Actual costs - Calculating– per RP

☞ Art. 6.2 A.1

E.g. Costs for full-time "Project Manager" in RP1 that runs from 1/09/2021 until 31/03/2023 (i.e 18 months): (NB: the employees worked on the action for the entire reporting period)

$$\left[\frac{\text{2021 actual personnel costs incurred for the employee from 1/09/2021 until 31/12/2021} + \text{2022 actual personnel costs incurred for the employee in 2022} + \text{2023 actual personnel costs incurred for the employee from 01/01/2023 until 31/03/2023}}{\frac{215}{12\text{ months}} \times 18\text{ months}}\right] \times \text{Day-equivalents worked by the employee on the action during RP1} = \text{Employee Cost RP1}$$

A.1 Employees

1. Actual costs - Reporting– per RP

☞ Art. 6.2 A.1

- One row per person – per Work Package – per Task (if relevant) – per RP
- Select ‘A.1 – Personnel costs – Actual’
- Fill in Work Package and Task fields
- Fill in description with Role / Position / Employee # - number of worked days – daily rate

⚠ Daily rate: in the actual currency used for paying the employee

Reporting period: *(Indicate start and end month/year of the reporting period)*		**01-2023**	**06-2024**		
Work Package *(Number)*	**Task no.** *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	**Item selected for CFS?** *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	**Cost Category** *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	**Short description of the cost claimed** *(must be in written in the reporting language as stipulated in the Grant Agreement)*	
1	1		A.1 - Personnel costs - Actual	Project Manager - 149 worked days - daily rate = 327.66 €	

- NB: needless to mention the year in description (contrary to requirements in sheet 0.Guidelines)

A.1 Employees

1. Actual costs - Reporting – per RP

☞ Art. 6.2 A.1

Make sure that: Total amount = Worked days X Daily rate (actual currency)

fx =149*327.66

		Currency of your general accounts:		EUR	/EUR		
		Calculated exchange rate:		1.00000			
		Total direct costs claimed for this reporting period and for all work packages in EUR:					
Short description of the cost claimed (must be in written in the reporting language as stipulated in the Grant Agreement)	Supplier	Type of procurement contract (services/supplies/works) (Only indicate for procurement contracts, otherwise leave this column blank)	Internal reference of the procurement contract (Compulsory if you have indicated a procurement contract, otherwise leave this column blank)	Date of invoice	Unique Accounting number	Amount in the currency of the general accounts (excl. VAT) (VAT is not an eligible cost under the grant agreement and must therefore not be declared)	
Project Manage - 149 worked days - daily rate = 327.66 €						48,821.34	

A.1 Employees

1. Actual costs - Reporting – per RP

☞ Art. 6.2 A.1

Rounding: number of day-equivalent worked by one person on the action **during the RP** to be rounded up or down to the nearest half

Work Package	Description	Amount
1	Employee 1 - 21,25 worked days - 220 € / day	=21.25*220
2	Employee 1 - 14,25 worked days - 220 € / day	=14.25*220
3	Employee 1 - 7,25 worked days - 220 € / day	=7.25*220
TOTAL	Employee 1 - 42.75 days - 220 € / day	=42.75*220

Work Package	Description	Amount
1	Employee 1 - 21,25 worked days - 220 € / day	=21.25*220
2	Employee 1 - 14,25 worked days - 220 € / day	=14.25*220
3	Employee 1 - 7,25 worked days (**rounded to 7.5 days**) - 220 € / day	=**7.5***220
TOTAL	Employee 1 - **43** days - 220 € / day	=**43***220

Rounding applies to financial reporting and calculation.
Figures in time declarations, timesheets, time-record systems, etc. shall not be rounded.

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A.1 Employees

1. Actual costs - calculating and reporting

☞ Art. 6.2 A.1

2 methods:

1. **per reporting period (RP)**
2. **per calendar year** (from January to December)

Each beneficiary can select any method as long as it is consistently applied over the whole project duration.

A.1 Employees

1. Actual costs - Calculating– per calendar year

☞ Art. 6.2 A.1

Use of a daily rate per person for each calendar year

Employee cost = Daily rate ✖ Day-equivalents worked on the action during the **year** ✖ Working time factor

Daily rate calculation

Daily rate = *annual (per year) actual personnel costs for the person* / *(215 / 12) X (number of months* within year)*

* Number of months:
= length of the part of the year
or = length of employment of the person during the year if it is shorter

A.1 Employees

1. Actual costs - Calculating– per calendar year

☞ Art. 6.2 A.1

*E.g. Costs for **full-time** "Project Manager" in RP1 that runs from **1/09/2021** until **31/03/2023** (i.e 18 months):*

2021	*actual personnel costs incurred for that person from 01/09/2021 till 31/12/2021*	÷	***(215 / 12) * 4***	X	*Day-equivalents worked by that person on the action from 1/09/2021 until 31/12/2021*
2022	*actual personnel costs incurred for that person in 2022*	÷	***215***	X	*Day-equivalents worked by that person on the action in year 2022*
2023	*actual personnel costs incurred for that person until 31/03/2023*	÷	***(215 / 12) * 3***	X	*Day-equivalents worked by that person on the action from 01/01/2023 until 31/03/2023*

A.1 Employees

1. Actual costs - Reporting– per calendar year

☞ Art. 6.2 A.1

- One row per person – per Work Package – per Task (if relevant) – per calendar year
- Select A.1 – Personnel costs – Actual
- Fill in Work Package and Task fields
- Fill in description with Role / Position / Employee # - number of worked days – daily rate – calendar year

⚠ Daily rate: in the actual currency used for paying the employee

Work Package *(Number)*	**Task no.** *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	**Item selected for CFS?** *(Indicate "yes" if icost item is selected to establish the CFS, otherwise keep blank)*	**Cost Category** *(Select the cost category under which the cost item is declared - the total per cost category must rmatch the amount declared for the same cost category in the Financial Statement)*	**Short description of the cost claimed** *(must be in written in the reporting language as stipulated in the Grant Agreement)*
1	1		A.1 - Personnel costs - Actual	Project Manager1 - 2023 - 114 worked days - daily rate = 326,25 €
1	1		A.1 - Personnel costs - Actual	Project Manager2 - 2023 - 68 worked days - daily rate = 240,12 €
1	1		A.1 - Personnel costs - Actual	Project Manager1 - 2024 - 35 worked days - daily rate = 332.25 €
1	1		A.1 - Personnel costs - Actual	Project Manager2 - 2024 - 28 worked days - daily rate = 243,15 €

- NB: requirement to mention the year in description (as per sheet 0.Guidelines)

A.1 Employees

1. Actual costs - Reporting– per calendar year

☞ Art. 6.2 A.1

Make sure that: Total amount = Worked day-equivalents X Daily rate (actual currency)

=114*326.25

	G	H	I	J	K	L	M	N
2			Currency of your general accounts:		EUR	/EUR		
3			Calculated exchange rate:		1.00000			
4			Total direct costs claimed for this reporting period and for all work packages in EUR:					71,957.61
5	Short description of the cost claimed (must be in written in the reporting language as stipulated in the Grant Agreement)	Supplier	Type of procurement contract (services/supplies/works) (Only indicate for procurement contracts, otherwise leave this column blank)	Internal reference of the procurement contract (Compulsory if you have indicated a procurement contract, otherwise leave this column blank)	Date of invoice	Unique Accounting number	Amount in the currency of the general accounts (excl. VAT) (VAT is not an eligible cost under the grant agreement and must therefore not be declared)	Amount in EUR (Automatic calculation based on the exchange rate indicated in the header of this table)
6								
7	Project Manager1 - 2023 - 114 worked days - daily rate = 326,25 €						37,192.50	37,192.50
8	Project Manager2 - 2023 - 68 worked days - daily rate = 240,12 €						16,328.16	16,328.16
9	Project Manager1 - 2024 - 35 worked days - daily rate = 332.25 €						11,628.75	11,628.75
10	Project Manager2 - 2024 - 28 worked days - daily rate = 243,15 €						6,808.20	6,808.20
11								0.00

European Commission

A.1 Employees

1. Actual costs - Reporting– per calendar year

☞ Art. 6.2 A.1

Rounding: number of day-equivalent worked by one person on the action **during the calendar year** to be rounded up or down to the nearest half

Work Package	Description	Amount
1	Employee 1 - 21.25 worked days - 220 € / day - 2023	=21.25*220
2	Employee 1 - 14.25 worked days - 225 € / day - 2024	=14.25*225
3	Employee 1 - 7.5 worked days - 220 € / day - 2023	=7.5*220
TOTAL 2023	Employee 1 - 28.75 days - 220 € / day - 2023	=28.75*220
TOTAL 2024	Employee 1 - 14.25 days - 222 € / day - 2024	=14.25*225

Work Package	Description	Amount
1	Employee 1 - 21.25 worked days **(rounded to 21.5)** - 220 € / day - 2023	=**21.5***220
2	Employee 1 - 14.25 worked days **(rounded to 14.5)** - 225 € / day - 2024	=**14.5***225
3	Employee 1 - 7.5 worked days - 220 € / day - 2023	=7.5*220
TOTAL 2023	Employee 1 - **29** days - 220 € / day - 2023	=**29***220
TOTAL 2024	Employee 1 - **14.5** days - 222 € / day - 2024	=**14.5***225

Rounding applies to financial reporting and calculation.
Figures in time declarations, timesheets, time-record systems, etc. shall not be rounded.

A.1 Employees
2. Unit costs – Conditions

☞ Art. 6.2 A.1

Declare **staff costs as unit costs** (= **average personnel costs**) providing that:

✓ Consistent use with the same types of staff, of contracts and across all the projects

✓ Calculation method in line with the **Commission Decision** (available here):

- is based on the beneficiaries accounting practices and systems already used in other projects / programmes;
- uses the actual personnel costs recorded in the beneficiary's accounts;
- allows for the identification of all elements included in amounts declared;
- foresees a regular update of the unit costs;
- does not include ineligible costs;
- complies with the principle of no double funding.

A.1 Employees
2. Unit costs – Conditions

☞ Art. 6.2 A.1

The calculation method should provide answers to the following questions:

a) How is unit cost calculated and which costs or categories of costs are covered?

b) How often is the unit cost reviewed and updated (e.g. annually)?

c) When are the calculations updated (e.g. every year at the end of February)?

d) What is the reference period for the actual data used (e.g. the calendar year preceding the date of finalisation of the calculations)?

e) Which most recently calculated unit cost is intended to be used for reports?

A.1 Employees
2. Unit costs - Calculating

☞ Art. 6.2 A.1

Calculation of costs: same as for actual costs,

Total amount = Worked day-equivalents X Daily rate (actual currency)

⚠ Except that daily rate is calculated using **unit / average costs** instead of annual actual costs.

NB: Calculation can be made **per RP** or **per calendar year**, in compliance and consistency with beneficiary's usual unit cost calculation method.

A.1 Employees
2. Unit costs - Reporting

☞ Art. 6.2 A.1

- One row per person – per Work Package – per Task (if relevant) – per calendar year or per RP
- Select ‘A.2 – Personnel costs – Unit’
- Fill in Work Package and Task fields
- Fill in description with position - number of worked days - daily rate (and year if relevant)

⚠ Daily rate: in the actual currency used for paying the employee

Work Package *(Number)*	**Task no.** *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	**Item selected for CFS?** *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	**Cost Category** *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	**Short description of the cost claimed** *(must be in written in the reporting language as stipulated in the Grant Agreement)*
1	1		A.1 - Personnel costs - Actual	Project Manager - 149 worked days - daily rate = 327.66 €
2	1		A.2 - Personnel costs - Unit	Engineer - 48,5 days - daily rate = 230 €
4	4		A.1 - Personnel costs - Actual	A.2 Natural person - Communication officer - 25 days - daily rate = 180 €
1	1		A.1 - Personnel costs - Actual	A.3 Seconded person - Project assistant - 30 days - daily rate = 160 €

⚠ Explicitly formally confirm that the use of unit costs complies with the EC decision

European Commission

A.1 Employees

Frequent issues: no project based-remuneration

☞ Art. 6.2 A.1

⚠ × **Not allowed:** Project-based contract / Project-based remuneration

~~*e.g. Employee with an existing employment contract, working 23 days on a CEF Digital project with a new contract at a specific cost for CEF Digital project of 300 EUR / day. The claimed costs = 300 X 23*~~

✓ **Allowed:** Parallel or sequential employment contracts if allowed by applicable law

➔ Calculate a single daily rate:

Actual personnel costs = ∑ (costs for contract 1, costs for contract 2,…)

Max day-equivalents = ∑ (max day-equivalent contract 1, max day-equivalent contract 2,…)

≤ 215 per year

Daily rate = ∑ Actual personnel costs ÷ ∑ Max day-equivalents

➔ Claimable costs = Number of days worked on CEF digital project X Daily rate above

A.1 Employees

Frequent issues: declarable days

☞ Art. 6.2 A.1

- **Maximum declarable number of days** per year is **215**, regardless of national law
- Declare **only the days worked in the project.** No sick leave or annual/vacation leaves, etc. Holidays and annual leaves included in the calculation method

E.g.

- *Even if in one country the theoretical maximum working days in 2025 is 251, the maximum number days declarable on CEF digital is 215. Annual costs (including annual leaves) are distributed over 215 days.*
- *If in August 2024, an employee worked 12 days on the project and took 6 days of vacations, the declarable day-equivalence is 12 days.*

A. Personnel costs

☞ GA Art. 6.2

Costs for:

- **A.1 employees** (or equivalent)
- **A.2 natural persons working under a direct contract**
- **A.3 personnel seconded** by a third party against payment
- **A.4** Costs for **SME owners** or **natural person beneficiaries** not receiving a salary

A.2 Natural persons with direct contract
A.3 Seconded persons
Eligibility

☞ Art. 6.2 A.2 & A.3

A.2 costs for **natural persons working under a direct contract other than an employment contract**

and

A.3 costs for **seconded persons** by a third party against payment

are eligible as personnel costs, if:

- ✓ they are assigned to the project
- ✓ fulfil the general eligibility conditions
- ✓ persons work under conditions similar to those of an employee

A.2 Natural persons with direct contract
A.3 Seconded persons
Eligibility

☞ Art. 6.2 A.2 & A.3

- the person must be **hired** under:

  For **A.2**,

  - either a direct contract signed between the beneficiary and the natural person (not through another legal entity)
  - or a contract signed between the beneficiary and a legal entity fully owned by that natural person, and which has no other staff than the natural person being hired.

  For **A.3**,

  - a secondment agreement with the employer of the natural person
- the hired person should be **paid** as per working time and not as per expected results or missions;
- the beneficiary must **organise** and supervise the work of the person in a way similar to that of its employees
- the person is subject to similar **presence** requirements (in the premises) as the employees;
- the **cost** of the person must not be significantly different from costs for employees of the beneficiary performing similar tasks;
- the **cost** must correspond exclusively to the remuneration of the person and related eligible taxes.

A.2 Natural persons with direct contract
A.3 Seconded persons
Calculating

☞ Art. 6.2 A.2 & A.3

Calculation of costs: same as for A.1 Employees,

Total amount = Worked day-equivalents X Daily rate (actual currency)

- Daily rate depends on the employment / secondment contract provisions:
  - daily rate in the contract
  - global amount of the contract for the work / the number day-equivalents to be worked
  - annual personnel costs / pro-rata of 215

- Either per RP or per calendar year providing it is consistent

A.2 Natural persons with direct contract
A.3 Seconded persons
Reporting

☞ Art. 6.2 A.2 & A.3

- One row per person – per Work Package – per Task (if relevant) – per calendar year or per RP
- Select ‘A.1 Employee – Actual’
- Fill in Work Package and Task fields
- Fill in Description field:
  - Specify the type of contract “*A.2 Natural person*” or “*A.3 Seconded person*”
  - Mention position - number of worked days - daily rate (and year if relevant)

⚠ Daily rate: in the actual currency used for paying the employee

⚠ In the system (SyGMa): report costs as ‘***actual***’ (not unit costs)

A.2 Natural persons with direct contract
A.3 Seconded persons
Reporting

☞ Art. 6.2 A.2 & A.3

Work Package *(Number)*	Task no. *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	Item selected for CFS? *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	Cost Category *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	Short description of the cost claimed *(must be in written in the reporting language as stipulated in the Grant Agreement)*
1	1		A.1 - Personnel costs - Actual	Project Manager - 149 worked days - daily rate = 327.66 €
2	1		A.2 - Personnel costs - Unit	Engineer - 48,5 days - daily rate = 230 €
4	4		A.1 - Personnel costs - Actual	A.2 Natural person - Communication officer - 25 days - daily rate = 180 €
1	1		A.1 - Personnel costs - Actual	A.3 Seconded person - Project assistant - 30 days - daily rate = 160 €

Cost Assessment

Financial information from contract

Reporting Period

Period	Has Adjustments
01 Jan 2024 - 30 Jun 2024 (Period No. 1)	☐

Assessment of Costs of Period '1' (01 Jan 20

Eligible costs:

Category	Form of Funding	Current Declared
▼Eligible costs (per budget category)		
▼Direct costs		
▼A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €

European Commission

A.3 Seconded persons
Frequent issues

☞ Art. 6.2 A.2 & A.3

Secondment agreement VS **service contract**

IF:

- If not all conditions for A.3 contracts are met (see also AGA)
- If profit for the entity seconding its staff
- Interim contract

➔ **Service contract (C.3) or subcontract (B.)**

⚠ In case of doubt check with the COO and HaDEA as early as possible at GAP or start of implementation

A. Personnel costs

☞ Art. 6.2 A.4 + Annex 2a

Costs for:

- **A.1 employees** (or equivalent)
- **A.2 natural persons working under a direct contract**
- **A.3 personnel seconded** by a third party against payment
- **A.4** Costs for **SME owners** or **natural person beneficiaries** not receiving a salary

A.4 – SME owners without salary

Calculating

☞ Art. 6.2 A.4 + Annex 2a

A.4 costs for **SME owners** (owners or co-owners of a SME beneficiary and not receiving a salary) or **natural person beneficiaries** (beneficiaries that are natural persons not receiving a salary)

⚠ Attention: Not applicable for SME owners who receive a salary!

➔ Cost calculation:

SME owner costs = Day equivalents ✖ Amount per unit (Daily rate)

A.4 – SME owners without salary

Calculating

☞ Art. 6.2 A.4 + Annex 2a

Daily rate calculated according to the following formula depending on opening date of the call:

- Calls open before 30 July 2024

EUR 5 080 / 18 days = **282,22**) x (country-specific correction coefficient* of the country where the beneficiary is established)

- Calls open after 30 July 2024

(EUR 8 745,40 / 18 days = **485,85**) x (country-specific correction coefficient* of the country where the beneficiary is established)

* Country coefficient available in table 1 of the Horizon Europe Work Programme (section Marie Skłodowska-Curie actions) in force at the time of the call (see Portal Reference Documents)

TIP: The calculation itself is automated ➔ beneficiaries must only indicate the number of days worked on the action and the costs are then automatically calculated by the system

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/additional-information-on-unit-costs-and-contributions_en.pdf

A.4 – SME owners without salary

Reporting

☞ Art. 6.2 A.4 + Annex 2a

Same as for other Personnel costs:

- 1 row per person – per Work Package – per Task (if relevant) – per calendar year or per RP
- Select ‘A.3 SME owners’
- Description field:
  - Mention ‘A.4 SME owners’ - position - number of worked days - (and year if relevant)

Work Package *(Number)*	Task no. *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	Item selected for CFS? *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	Cost Category *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	Short description of the cost claimed *(must be in written in the reporting language as stipulated in the Grant Agreement)*
2	3		A.3 - Personnel costs - SME Owners	A.4 SME owners - Project Manager - 25 days
3	1		A.3 - Personnel costs - SME Owners	A.4 SME owners - Project Manager - 14 days

A. Personnel costs

Sampling - days worked – record keeping

☞ Art. 20.1

Days worked

- *sign a **monthly declaration** (template in F&T portal) on days spent for the action* ➔ ➔ ➔ ➔

OR

- *use reliable **time records** (i.e. time-sheets) either on paper or in a computer-based time recording system.*

If you keep both set of documents (time-sheets **and** monthly declarations), they must be consistent. In case of discrepancies, only the set of documents recording the lower amount of days will be accepted.

Do not round figures in time declarations, timesheets, time-record systems, etc.

A. Personnel costs

Frequent issues - sampling - days worked – Time declaration template

☞ Art. 20.1

Time declaration should clearly :

- enable to identify staff against the relevant line in the detailed cost reporting table
- report days per month per Work Package
- Include **monthly** signature of staff and supervisor + dates of signatures

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT *To be kept on file in case of audits.*		YEAR:	2023
Project acronym:	23-EU-DIG-RepaPrez	Project number:	101234567
Participant name:	My Company		
Name of the person:	John Smith – Engineer 1	Type of personnel: (employee/ natural person under direct contract/ seconded/ other)	A.1 Employee

Month	Days worked in the action[1] (e.g.15; 7,5; 0,5; 0,25)	Work Packages worked on (e.g. WP2; WP5)	Date and signature of the person	Name, date and signature of the supervisor
January	0,25; 1,5; 4	WP1; WP2; WP4	Signature: Date:	Name: Signature: Date:
February	5	WP1	Signature: Date:	Name: Signature: Date:
March	6,25 8,00	WP2 WP4	Signature: Date:	Name: Signature: Date:
April			Signature: Date:	Name: Signature: Date:
			Signature:	Name:

A. Personnel costs

Frequent issues – reporting and sampling - confidentiality

☞ Art. 25

- As granting Authority HaDEA is entitled to ask information necessary to verify the eligibility of the costs, including for personnel costs.
- Costs not properly justified or supported by documents might be rejected.
- Information provided to HaDEA officers cannot be disclosed to third-parties.
- If beneficiaries do not want to disclose information to the rest of the consortium for condidentiality purpose ➔ they can submit relevant documentation directly to the Project Officer via other channels.

Costs per budget category

☞ Art. 6.2

- **A. Personnel costs**
  - A.1 Employees (or equivalent)
  - A.2 Natural persons working under a direct contract
  - A.3 Personnel seconded by a third party against payment
  - A.4 Costs for SME owners or natural person beneficiaries not receiving a salary
- **B. Subcontracting**
- **C. Purchase costs**
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- **D. Other cost categories**
  - D.2 Studies
  - D.4 Works in outermost regions

B. Subcontracting

Eligibility

☞ Art. 6.2 B + Art. 7

- Implementation of an **Action task** without the direct supervision of the beneficiary
- Costs are calculated on the basis of **actual costs** incurred
- Expenditures must fulfil the general eligibility **conditions**
- Subcontracts are awarded using the **beneficiary's usual purchasing practices**, ensuring **best value for money** and **no conflict of interests**
- The tasks to be subcontracted and the estimated value for each subcontract set out in **Annex 1**
- Coordination tasks listed in Article 7.b of the GA cannot be subcontracted:
  - monitoring that the action is implemented properly;
  - acting as the intermediary for all communications between the consortium and the granting authority;
  - distributing the payments.

- Subcontracting to beneficiaries and to affiliated entities which are parties to the project is not allowed.

B. Subcontracting

Eligibility

☞ Art. 9.3

Subcontractors:

- must implement the action in accordance with the Grant Agreement.
- subject to contractual obligations in relation to **proper implementation** (Article 11), **avoiding conflict of interest** (Article 12), **confidentiality and security obligations** (Article 13), **ethics** (see Article 14), **visibility to the EU funding** (Article 17.2), **specific rules for the action implementation** (see Article 18), **information obligations** (Article 19), **record-keeping** (Article 20).

Beneficiaries:

- must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors

Contractual obligations: Grant authority ⟷ Beneficiary ⟷ Subcontractors

B. Subcontracting

New subcontract

☞ Art. 9.3

- Introduction of new subcontracts (not listed under DoA subcontracting table) is allowed:
  - Either via an amendment
  - Or via declaration in the periodic report (simplified procedure)

Simplified procedure:

- Prior discuss with the Project Officer before subcontracting
- Can be prohibited in certain call conditions (security, public order)

→ Verify with the Project Officer

B. Subcontracting

Reporting

☞ Art. 6.2 B + Art. 7

- One row per subcontract or per invoice (to be assessed on case-by-case basis if numerous invoices per contract)

- Fill in (when possible and relevant)
  - ✓ Work package
  - ✓ Task
  - ✓ Supplier
  - ✓ Type of procurement,
  - ✓ Internal reference of procurement contract
  - ✓ Date of invoice

Work Package *(Number)*	Task no. *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	Item selected for CFS? *(Indicate "yes" if cost item is selected to establish the CFS; otherwise keep blank)*	Cost Category *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	Short description of the cost claimed *(must be in written in the reporting language as stipulated in the Grant Agreement)*	Supplier	Type of procurement contract (services/supplies/works) *(Only indicate for procurement contracts, otherwise leave this column blank)*	Internal reference of the procurement contract *(Compulsory if you have indicated a procurement contract, otherwise leave this column blank)*	Date of invoice	Unique Accounting number
3	1		B. - Subcontracting	Installation of 15 antennas in region A	BestSubcontractor	Works	THX1138	01-04-2023	1984

- Description:
  - ✓ should be self-explanatory about the nature (what? what for?) and scope (how many? how big? where?) of the invoiced item
  - ✓ should enable to link the item with matching subcontract in GA Annex 1 (DoA) – part B

B. Subcontracting

Reporting

☞ Art. 6.2 B + Art. 7

- New subcontracts (not listed under DoA subcontracting table) should be duly mentioned and justified in the dedicated section of the technical report (simplified procedure)

Subcontracting

Subcontracting (new subcontracts) *(n/a for Lump Sum and Unit Grants) (n/a for Additional Prefinancing Report)*

Report on new subcontracts. Explain the specific circumstances that caused the need for a subcontract.

Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a 'contracting authority/entity' within the meaning of the EU Directives on public procurement, you must also comply with the applicable national law on public procurement.

***Note:** The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks can not be subcontracted.*

Task number to be subcontracted (follow the numbering in the Grant Agreement)	Name of task to be subcontracted	Description (describe briefly the part of the task to be subcontracted and indicate the BEN/AE responsible)	Estimated costs (EUR)	Justification (why did subcontracting become necessary?)
...				

- Coordinator, if a subcontract includes some project management tasks

➔ explicitly confirm it does **not include any coordination task** as listed under Art. 7.b.

B. Subcontracting

Sampling

☞ Art. 6.2 B + Art. 7

Depending on request, beneficiary to:

➔ Clearly explain the procurement procedure used for selecting the subcontractor (e.g. *"selection of best value for money offer following 3 quotations"*).

➔ Provide

- documents confirming its standard procurement rules ensure absence of conflict of interest

and/or

- specific statement confirming absence of conflict of interests for the specific contracting procedure.

➔ Provide contract (mentioning total amount) and relevant invoice(s).

➔ Present supporting documents (invoices, contracts, quotations, etc.) so that they can be easily linked to the relevant items

⚠ If contract is global (or framework) and involves costs not related to the project

➔ Earmark / highlight the costs and the data / figures linked to the sampling requests and matching the amount of the sampled item(s).

B. Subcontracting

Frequent issues

☞ Art. 6.2 B + Art. 7

✕ **Not Allowed:** Subcontracting to Affiliated Entities participating in the action

⚠

✓ Subcontracting to Affiliated Entities <u>not participating</u> in the action:

- Can be exceptionally allowed (*e.g. monopoly or existing framework contract)*
- Should comply with the no-profit rule

➔ To be prior discussed with Project Officer

Costs per budget category

☞ Art. 6.2

- **A. Personnel costs**
  - A.1 Employees (or equivalent)
  - A.2 Natural persons working under a direct contract
  - A.3 Personnel seconded by a third party against payment
  - A.4 Costs for SME owners or natural person beneficiaries not receiving a salary
- **B. Subcontracting**
- **C. Purchase costs**
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- **D. Other cost categories**
  - D.2 Studies
  - D.4 Works in outermost regions

C1. Travel and subsistence

Eligibility

☞ Art. 6.2 C.1

- C1. costs (*e.g. travels related to the implementation, monitoring, coordination, etc. of the project*) cover:
    - **Travel**
    - **Accommodation**
    - **Subsistence**
- To be declared as **actual costs**
- In line with the **beneficiary's usual practices** (*e.g. taxi costs or per diem are not eligible if not a practice for the entity*)
- Follow the beneficiary's usual purchasing practices using best value for money or lowest price (*tender, offers, market survey, etc.*)
- No conflict of interests
- Keep record of date, place and reason for travelling (keep documentation)

C1. Travel and subsistence

Reporting

☞ Art. 6.2 C.1

See ‘0. Guidelines’ sheet

Description should include:

- ✓ Purpose of travel
- ✓ Number of participants for which travel / accommodation / subsistence costs are claimed
- ✓ Destination
- ✓ Date

e.g. *Technical coordination meeting - 12 participants - Lisbon - 16-25/01/2022 – costs include travel, accommodation and allowance)*

Work Package *(Number)*	**Task no.** *(Only indicate if referenced in the DoA of the GA otherwise leave this column blank)*	**Item selected for CFS?** *(Indicate "yes" if cost item is selected to establish the CFS, otherwise keep blank)*	**Cost Category** *(Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)*	**Short description of the cost claimed** *(must be in written in the reporting language as stipulated in the Grant Agreement)*	**Supplier**
3	2		C.1 - Travel and Subsistence	Meeting with partners - 4 people - Roma - 15-16/02/2023 (flight, accommodation 2 nights ,2 days of allowance)	N/A

C1. Travel and subsistence

Sampling

☞ Art. 6.2 B + Art. 7

- Supporting documents (invoices, contracts, quotations, etc.) should be presented so that they can be easily linked to the relevant items

C2. Equipment

Eligibility

☞ Art. 6.2 C.2

- Covers
  - **purchases**
  - **Renting** or **leasing**

of **equipment**, **infrastructure** or other assets **specifically for the project** *(e.g. supply of materials as a standalone contract, buying IT equipment necessary for the project)*

- To be declared as **actual costs**
- Full capitalised costs
- In line with the beneficiary's usual purchasing practices using best value for money or lowest price (tender, offers, market survey, etc.)
- No conflict of interests
- Purchases should comply with security requirements
- The costs must be recorded under a fixed asset account in the beneficiary's accounting records
- Keep record of procurement documents, proof of payments, etc.

C2. Equipment

Eligibility

☞ Art. 6.2 C.2

Renting or **leasing** costs must

- correspond to the actual eligible costs incurred for the renting or leasing;
- not exceed the depreciation costs of similar equipment, infrastructure or assets;
- not include any financing fees (*e.g. finance charges included in the finance lease payments or interests; on loans taken to finance the purchase)*
- not lead to double charging.

NB: in principle the full rental or lease cost can be charged, irrespective of the portion used on the action. However, the cost still cannot exceed depreciation costs of similar equipment/infrastructure/assets that need to be determined based on the duration of the action.
(i.e. if you enter into a 5-year lease at the start of a 3-year action, you may only charge cost up to the amount of depreciation for 3 years) .

C2. Equipment

Reporting

☞ Art. 6.2 C.2

- One row per subcontract or per invoice (to be assessed on case-by-case basis if numerous invoices per contract)

- Fill in (when possible and relevant)
  - ✓ Work package
  - ✓ Task
  - ✓ Supplier
  - ✓ Type of procurement (supplies)
  - ✓ Internal reference of procurement contract
  - ✓ Date of invoice
  - ✓ Accounting Number.

- Description: clear and when relevant with obvious link to corresponding description in Annex 1 – DoA.

C2. Equipment

Sampling

☞ Art. 6.2 B + Art. 7

Depending on request, beneficiary to:

➔ Clearly explain the procurement procedure used for selecting the subcontractor (e.g. *"selection of best value for money offer following 3 quotations"*).

➔ Provide

- documents confirming its standard procurement rules ensure absence of conflict of interest

and/or

- specific statement confirming absence of conflict of interests for the specific contracting procedure.

➔ Provide contract (mentioning total amount) and relevant invoice(s).

➔ Present supporting documents (invoices, contracts, quotations, etc.) so that they can be easily linked to the relevant items

If contract is global (or framework) and involves costs not related to the project

➔ Earmark / highlight the costs and the data / figures linked to the sampling requests and matching the amount of the sampled item(s).

C.3 Other goods, works and services

Eligibility

☞ Art. 6.2 C.3

Covers for instance:

- consumable and supplies
- promotion and dissemination
- translation
- costs related to intellectual property rights (IPR)
- costs for certificates on financial statements (CFS)
- etc.

- Bought using the beneficiary's usual purchasing practices using best value for money or lowest price (tender, offers, market survey, etc.)
- No conflict of interests
- Costs should be declared as **actual costs**
- Purchases should comply with security requirements

C.3 Other goods, works and services
Certificate on Financial Statement (CFS)

- Submitting the CFS
  - No deviation from latest template (available in the F&T Portal, Reference Documents (europa.eu))
  - Upload as one single complete document
  - Correct amounts
  - Signature

- Claiming CFS costs:
  - Costs eligible if CFS required (EU grant amount ≥ 325 k€ for the RP or cumulated over the project)
  - Costs can be claimed within the relevant RP or the next one.

C.3 Other goods, works and services

Frequent issues

☞ Art. 6.2 C.3 and Art. 6.1

- Services VS seconded agreement (see dedicated part under A.3 Seconded persons)

- Running costs (utilities, facility, data storage, etc.):

Usually ineligible except if:

✓ Fully and specifically linked to the action (i.e identifiable as 'Direct Costs' as opposed to 'Indirect Costs')

AND

✓ Singled out or directly measured (i.e. not attributed indirectly via an allocation key, a cost driver or a proxy)

E.g.

✓ *Eligible = one electricity bill for powering equipment exclusively used by the action*

✗ *Ineligible = one electricity bill which includes project equipment electricity costs but also electricity costs for non-project related services or equipment*

➔ Prior discuss with Project Officer

European Commission

Costs per budget category

☞ Art. 6.2

- **A. Personnel costs**
  - A.1 Employees (or equivalent)
  - A.2 Natural persons working under a direct contract
  - A.3 Personnel seconded by a third party against payment
  - A.4 Costs for SME owners or natural person beneficiaries not receiving a salary
- **B. Subcontracting**
- **C. Purchase costs**
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- **D. Other cost categories**
  - D.2 Studies
  - D.4 Works in outermost regions

D. Other costs categories

Eligibility

☞ Art. 6.2 D

✕ Not Eligible:

- D1. Financial support to third parties
- D5. Land purchases

✓ Eligible (see conditions in MGA and call text):

- D2. Studies
- D3. Synergetic elements
- D4. Works in outermost regions

D2. Studies
D4. Works in outermost regions
Eligibility

☞ Art. 6.2 D

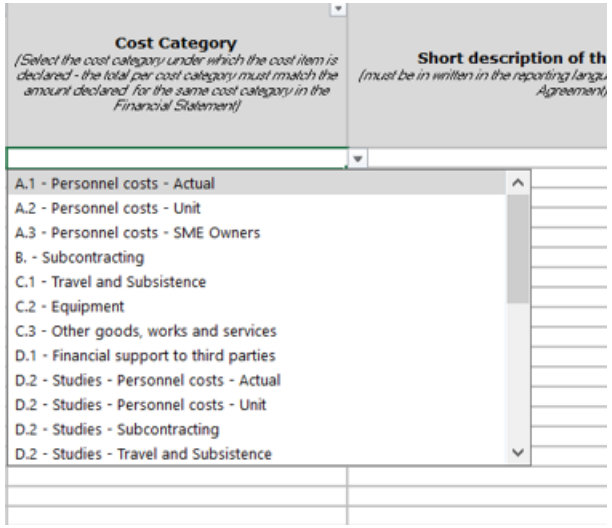
- The costs:
  - ✓ should fulfil the general eligibility conditions
  - ✓ are calculated on the basis of the costs actually incurred
  - ✓ comply with the eligibility conditions specific to the relevant sub-category:
    - Personnel costs actual (A.1, A.2, A.3, A.4)
    - Personnel costs unit (A.1)
    - Subcontracting (B.1)
    - Travel and subsistence (C.1)
    - Equipment (C.2)
    - Other goods, works and services (C.3)

D2. Studies
D4. Works in outermost regions
Calculating and reporting

☞ Art. 6.2 D

- Calculated and reported as per instructions for each relevant sub-category :

  Personnel costs actual (A.1, A.2, A.3, A.4)
  - Personnel costs unit (A.1)
  - Subcontracting (B.1)
  - Travel and subsistence (C.1)
  - Equipment (C.2)
  - Other goods, works and services (C.3)



Work Package (Number)	Task no. (Only indicate if referenced in the DoA of the GA otherwise leave this column blank)	Item selected for CFS? (Indicate "yes" if icost item is selected to establish the CFS, otherwise keep blank)	Cost Category (Select the cost category under which the cost item is declared - the total per cost category must match the amount declared for the same cost category in the Financial Statement)	Short description of the cost claimed (must be in written in the reporting language as stipulated in the Grant Agreement)	Supplier	Type of procurement contract (services/supplies/works) (Only indicate for procurement contracts, otherwise leave this column blank)	Internal reference of the procurement contract (Compulsory if you have indicated a procurement contract, otherwise leave this column blank)
1	1		D.2 - Studies - Personnel costs - Actual	Project Manager - 149 worked days - daily rate = 327.66 €			
2	1		D.4 - Works in outermost regions - Personnel costs - Unit	Engineer - 48,5 days - daily rate = 230 €			
4	4		D.2 - Studies - Personnel costs - Actual	A.2 Natural person - Communication officer - 25 days - daily rate = 180 €			
1	1		D.4 - Works in outermost regions - Personnel costs - Actual	A.3 Seconded person - Project assistant - 30 days - daily rate = 160 €			
3	1		D.2 - Studies - Subcontracting	Installation of 15 antennas in region A	BestSubcontractor	Works	THX1138

Keeping in mind

- **Anticipate** and ask yourself the necessary questions
- Read / review **guidance tools** and GA related documents / procedures
- **Ask** the **PO** if you have doubts / questions
- A REPA is a **team effort** and your Project Officer is here to guide you
- Communicate through **Portal**
- **Verify** before submitting (data coherence, justifications, documents, etc.)
- Meet the **deadlines** and be **responsive / proactive**

Content

- Main remarks on reporting and payment
- Costs categories – Eligibility / Claiming / Reporting
  - A. Personnel costs
  - B. Subcontracting
  - C. Purchase costs
  - D. Other cost categories
- Ex post audits: points of attention, bookkeeping, financial documentation

Retention of information for the purpose of possible ex-post audits

N.B The non-provision of information requested in the course of an audit to substantiate costs will be treated as a potential breach of the grant agreement obligations.

General Beneficiary's information:

- Beneficiary's legal registration (such as trade register abstract)
- Financial statements of the last two financial years together with audit report of the statutory auditors (if available)
- Organisation chart
- Description of cost/profit centre structure (with an indication where the audited project is carried out)
- Internal guidelines for the financial/technical management of grants (if available)
- Proof of VAT status
- List of all other EU funded projects (both closed and in progress) funded by the Commission (from 2020 until now)

Financial audit of the project:

- Management accounts/reports of cost/profit centre (where the audited project is carried out)
- Summarised and detailed financial reports of the cost claim of the audited project

(only the cost categories for which costs have been claimed.)

Receipt of European Union's financial contribution and other:

- Bank statement showing amount and date of advance and/or interim and final payments received (from the Commission / the Agency or consortium co-ordinator)
- Detail of other income received for non-EU portion of the project including funding agreements

Retention of information for the purpose of possible ex-post audits

Minimum supporting documentation per cost category

For personnel costs:

- List of all personnel involved in the audited project indicating period(s) they worked for the project as well as position classification / category (as per personnel costs excel sheet)
- Employment contracts for all (permanent and temporary) project personnel
- Payroll/Salary slips for all project personnel (whole period of the audited project duration)
- Calculation of related charges (social charges such as pension, sickness, unemployment, etc.) according to national legislation and other internal acts (collective labour agreements etc)
- Proofs of payment and relevant accounting documents (bank statements showing amount and date of bank transfer/payment receipts, invoices etc)
- Calculation of daily rates (i.e. gross remuneration plus related charges) for all personnel categories/project personnel
- Time records/ time sheets/ monthly declaration or any other reliable time records in place. Certified time records are required for all project personnel involved in the audited project, if available. Note that if these are not available for staff working across more than one project, it will impede the auditors to confirm the time spent on the project and therefore there is a high risk that personnel costs will not be eligible. Alternative evidence must be provided to support time claimed.

For travel and subsistence costs:

- Internal guidelines for reimbursement of travel expenses (where applicable and if unit costs option is not activated in the GA)
- List and dates of trips by project personnel
- Authorised travel request forms
- Original invoices for travel and accommodation expenses + transport invoices and tickets
- Voucher/Expense account of accounting entries
- Bank statements showing amount and date of payment
- Other documents (proofs of attendance such as minutes of meetings, reports, etc.)

Retention of information for the purpose of possible ex-post audits

Minimum supporting documentation per cost category

For subcontracting costs:

- Beneficiaries' internal guidelines for procurement of works, supplies or services (where applicable)
- Justification of the selected procurement procedure in accordance with applicable national / EU law
- Supporting procurement documentation (call for tenders) to demonstrate adherence to relevant policy (incl. Contract notices, tender specs, correspondence with suppliers, tender submissions, evaluations, conclusions and notice of winners).
- In case of private entities who are not contracting authorities in the context of EU public procurement Directive 2014/24/EU, adequate justification for the selection of the subcontractor should be provided including evidence that sound financial management principle is observed
- Signed original copies of the contracts sampled (including technical annexes or table of contents when the technical annex is too voluminous)
- Evidence of delivery of works, supplies or services provided
- Original invoices related to the contract
- Voucher/Expense account of accounting entries
- Bank statements showing amount and date of payment

Retention of information for the purpose of possible ex-post audits

Minimum supporting documentation per cost category

For equipment costs (Durable equipment/Capital costs):

- Internal guidelines for procurement (purchase) of durable equipment, including supporting evidence for adherence to these (collection of bids, expert opinion, market research, pre-defined list of vendors etc)
- If applicable call for tenders in case of public contracting authorities. If private entities – transparent and competitive purchase procedure, evidencing value for money, price reasonableness and absence of CoI.
- Purchase order for durable equipment
- Original invoices for purchase of equipment
- Voucher/Expense account of accounting entries
- Proofs of payment - Bank statements showing amount and date of payments
- Inventory register or fixed asset register/ledger for the equipment (related to the project)
- Depreciation policy and rules
- Delivery slips / certificates of first use
- Equipment's usage diary/register (for equipment used by different projects)

Note: the physical existence and use for the project may be checked in

or costs of other goods and services:

Calls for tender in case of public entities or internal purchase policy for private beneficiaries (indicating thresholds for purchases)

- Original invoices for purchases
- Proofs of payment and relevant accounting documents (Bank statements showing amount and date of payments)
- In case of contracts for services (all documents related to the service contract, included the justification for the choice of the contractor)
- Voucher/Expense account of accounting entries
- Calculation of the actual costs related to the project to be audited if applicable

European Commission

General remarks and points for attention

Personnel costs

- Whatever the staff's status; limited to **actual wages costs**, namely remuneration, wages, social charges and retirement costs, for staff specifically allocated entirely or in part to the implementation of the action;

- Reimbursement based on the **actual costs incurred**. (i.e **no estimated and /or projected /budgeted costs should be claimed; no pre-defined internal % of allocation per project**);

- All staff working-time devoted to the action shall be **recorded** on a daily basis and **validated at least once a month** by the appointed project leader or a duly authorized senior member of the staff;

- **Pay attention to conversion of working hours into day-equivalents**: {number of hours worked by the person on the action during the reporting period divided by (number of hours of a day-equivalent)} to be rounded up or down to the nearest half-day.

General remarks and points for attention

Subcontracting costs

- Should be calculated on the basis of the **costs actually incurred**; fulfil the general eligibility conditions; awarded using the beneficiary's usual purchasing practices - provided these ensure subcontracts with **best value for money** (or if appropriate the lowest price) and absence of **conflict of interests** => **best value for money and absence of CoI need to be adequately evidenced and demonstrated through a transparent and competitive contract awarding**.

- Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also strictly comply with the applicable national law on public procurement. Depending on the legal status of the beneficiary, the clauses of the **EU public procurement Directive 2014/24/EU and (Directive 2014/25/EU if applicable)** *are applicable* for procurement above the EU thresholds. **The rules applicable to public contracts must be followed when the sums involved are above the following thresholds**:

  - €5,538,000 for public works (from 1 January 2024);

  - €143,000 for central government contracts (from 1 January 2024);

  - €221,000 Supply and Service Contracts for Sub-Central Contracting Authorities (from 1 January 2024);

General remarks and points for attention

Internal invoicing and contributions in-kind

- Internal invoicing
- Contributions in-kind

} Not eligible in CEF Digital Programme

Useful guidance documentation

- AGA - Annotated Model Grant Agreement

- GENERAL MODEL GRANT AGREEMENT FOR THE CONNECTING EUROPE FACILITY PROGRAMME (CEF)

- Indicative Audit Programme (IAP) - EU Funding Programmes 2021-2027

Thank you

Please fill in satisfaction survey:
https://ec.europa.eu/eusurvey/runner/946cb5d8-cc81-f038-d93b-bf20a13b591d

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Q&A
not answered during the webinar

REPA (REporting and PAyments)

26 March 2025

Health and Digital Executive Agency

Questions
General disclaimer

Disclaimer

The answers or information contained in the replies to the questions below are based on the information provided by you, which may not be sufficiently detailed or complete to provide a full and correct answer or response to your question.

HaDEA is committed to providing accurate information; however, it has no binding nature. HaDEA cannot be held liable for any use made of the replies or for their accuracy.

Questions

- A hospital has to pay VAT which is not paid back for their organisation. Why is that vat not eligible since it is a real cost for them?

No VAT, refundable or not, is eligible under the CEF programme, as decided by the legislator in Article 16.d of the CEF Regulation 2021/1153 (available in Reference Documents (europa.eu).

- Is test equipment strongly related to the project eligible?

In principle, equipment purchased specifically for the action (or developed as part of the actions tasks) can be eligible, providing its use and necessity for the action are confirmed following a technical and operational assessment. Bear in mind that eligibility can only be formally confirmed within the Reporting and Payment assessment by HaDEA officers, following submission of comprehensive information by the beneficiaries.

Questions

- Average personnel costs (unit costs according to normal accounting practices). How do we determine the daily rate? In accounting we do not have a fixed daily rate

Unfortunately, we cannot reply to your questions until we get comprehensive information on what a "unit" is in your unit costs calculation method and how you calculate its cost and/or average costs.

For a more specific answer, please contact the HaDEA project officer in charge of the project.

We recommand also to see the information in the "DECISION authorising the use of unit costs based on usual cost accounting practices for actions under the Digital specific objective of the Connecting Europe Facility".

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cef/guidance/unit-cost-decision-average-personnel-costs_cef_en.pdf

Questions

- When doing final report, do we need to wait until goods and services are paid, or is it enough that costs are occured and invoiced during the project?

The eligibility of actual costs does not require these to be paid during the project, but to be incurred during that period. The definition of incurrence depends on the type of goods or services and of their use, but is normally not conditioned to their date of payment.

- When calculating the personnel cost applying the formula, are only 2 decimals used to calculate the total cost?

Yes, the templates limit calculations and reporting to 2 decimals.

Questions

- For public administrations, is permanent staff valuation eligible as personnel costs?

Unfortunately, we cannot reply to your questions until we comprehensively understand what is meant by "valuation". Therefore we invite you to contact the HaDEA project officer in charge of the project to discuss your specific case.

Questions

- If a person has no contractual relationship with a benefiaciary, but has power of attorney to sign agreements on the beneficiary's behalf and acts as beneficiary's technical adviser, can their costs working on the project be claimed?

Further information should be provided for HaDEA to properly assess the case. A beneficiary is free to ask for the support of a technical adviser for the project. However, the related costs should comply with the general and specific eligibility conditions. Among other requirements, they should be supported by a legal agreement (employment contract or equivalent, secondment agreement, service contract, payment against invoice, etc.) between the beneficiary and third-party.

For a more specific answer please contact the HaDEA project officer in charge of the project.

Questions

- What if one purchase for the equipment together with instalation works is performed (one contract is signed), is it possible to report the costs of instalation works under Equipment category?

We would need more information about the scope and content of procurement. Very often, the supply of equipment coupled with its installation under one single contract can be seen as subcontract and should be therefore reported into this category (B. Subcontracting). However, it may depend on the proportions of the respective types of costs (supplies / works / services) in the contract.

Questions

- Is the time spent on reporting all the required information (financial and other) of the dedicated person is also eligible personnel cost?

Yes, costs related to the management and coordination of the project, including reporting, are eligible, providing they comply with the general and specific eligibiliy rules.

- What if during budget calculation during project preparation staff and salaries allocated change during execution and at the end there is mismatch between the effort PM allocated and the personnel cost differ from the planned?

Variations regarding personnel (in costs, number of resources, planning, etc.) between the preparation of the project and its completion can be accepted providing they are justified and considered necessary for the implementation of the action, within the limits set by the GA, notably in respect of the maximum grant amount. In the periodical report the beneficiary is requested to provide information regarding these variations (deviations).

Questions

- Should the timesheet be monthly or daily?

The time declaration we recommend you use and provided as template in the F&T portal is to be filled in monthly. However, you can use your own time-record system even if it is daily, providing information can be reconciled against the figures in the financial reports.

The link to the "Time declaration" from the EU Funding & Tenders Portal (under Project reporting templates) can be found below

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cef/guidance/unit-cost-decision-average-personnel-costs_cef_en.pdf

European Commission

CEF Digital

Technical Reporting

26 March 2025

Health and Digital Executive Agency

Content

- Information and guidance documents
- Continuous reporting
- Progress report (where applicable)
- Periodic reporting
- Use **#CEF-DIG-REPA** for your questions

Guidance

- ✓ **Grant Agreement**
  mga_cef_en.pdf (europa.eu)

- ✓ **Annotated Grant Agreement**
  aga_en.pdf (europa.eu)

- ✓ **Online Manual**
  Continuous reporting on milestones & deliverables - Online Manual - Funding Tenders Opportunities (europa.eu)

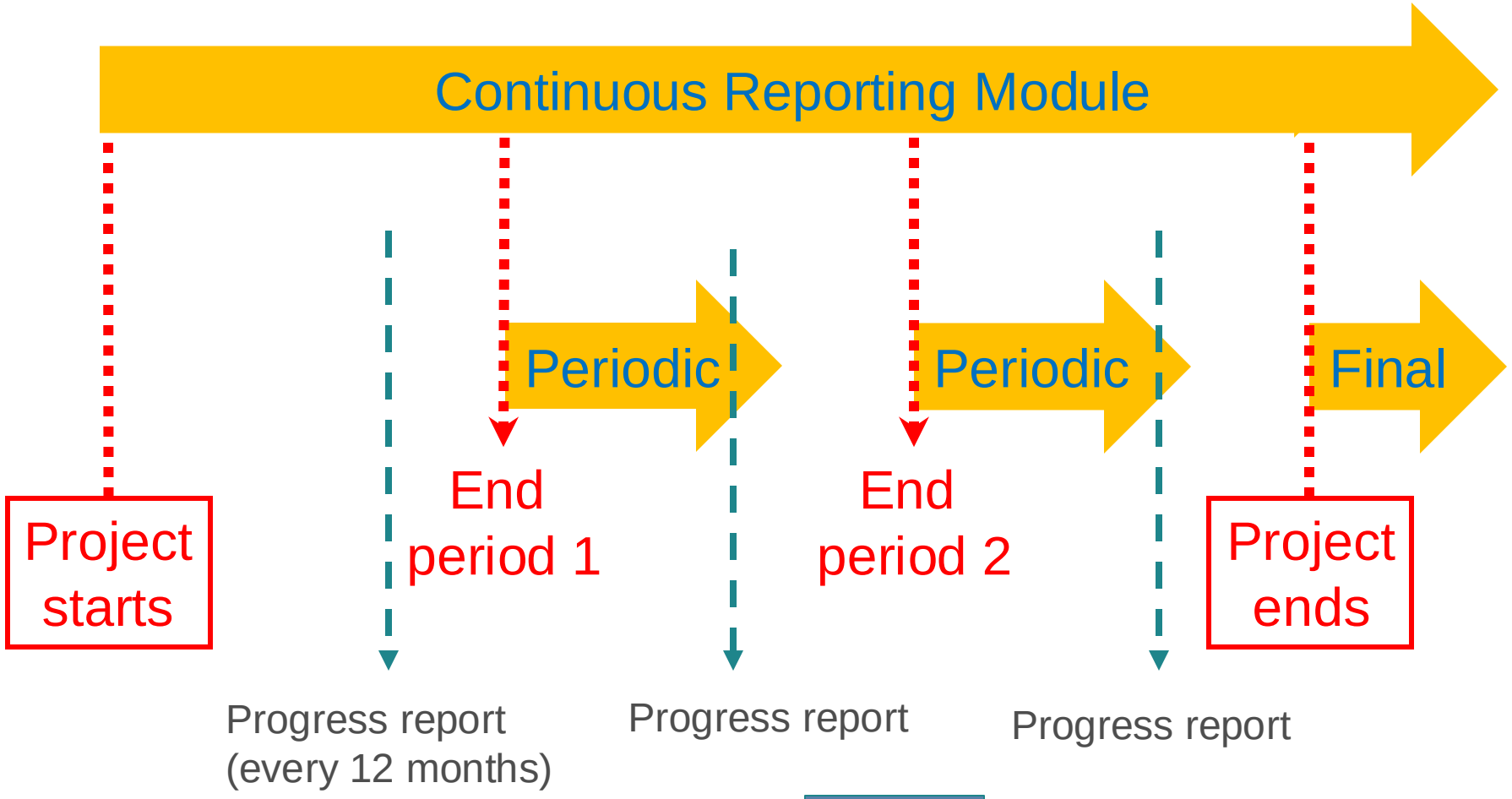
  Reports & payment requests - Online Manual - Funding Tenders Opportunities (europa.eu)

- ✓ **F&T – IT How to**
  Reporting Process – Connecting Europe Facility (CEF) Action Grants - IT How To - Funding Tenders Opportunities (europa.eu)

  https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Continuous+Reporting

- ✓ **2023 Webinar (video + slides)** :
  https://hadea.ec.europa.eu/news/repa-webinar-29-june-2023-cef-digital-amendments-reporting-payment-presentations-recording-2023-07-05_en

REPORTING - modules overview



European

European Health and Digital Executive Agency

Continuous reporting

Always open (from the start date of the project) and to be filled in as appropriate: Project Summary, Deliverables, Milestones, etc.

Where? The Continuous Reporting Module is accessible through the link you receive at the beginning of the project. Data to be filled in the system.

Who? Milestones and Deliverables should be submitted by each participant for their work. All beneficiaries can edit the data.

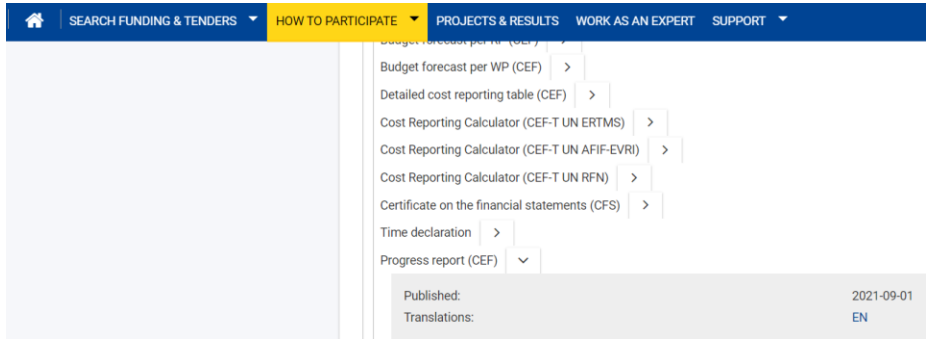
What? You should report on milestones, deliverables and technical progress.

When? Regularly, in accordance with the schedule set out for the milestones and deliverables.

Continuous reporting – Progress Report

- Part of continuous reporting
- Not linked to a payment request
- Technical & partially financial (deviation, variations, transfers)
- To be submitted every 12 months (if applicable)
- One .doc document, per project and per expected deadline, to be filled in and uploaded in the system (as one **deliverable**)
- Template available in the F&T portal

  Reference Documents (europa.eu)



Progress Report

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

PERIOD COVERED	
⚠ *Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.*	
Period covered *(from last periodic report):*	from [dd/mm/yyyy] to [dd/mm/yyyy]

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ANNEXES 7

Activities (WP description)

Please list all tasks as defined in the Grant Agreement. Report on the implementation status of the activities that were to be implemented during the period and explain deviations from Annex 1 of the Grant Agreement. In case a task was not implemented or a deliverable not produced/milestone not achieved, please explain why.

Concisely describe the updated implementation plan for the work package.

In case of delays, describe how you intend to handle the situation and new timing, how they will impact the future implementation of other work packages/the project as a whole. Please explain how you intend to minimise the negative effects.

Task No (continuous numbering linked to WP)	Task name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues *Mention and explain unexpected events and adjustments that had to be made (not mentioned above). Explain impact on other tasks, available resources and planning/timing.*		Insert text	

Budget implementation — Resources *(n/a for Lump Sum Grants)*

Explain deviations from the budget planning (i.e. differences between actual and planned costs of the work package). Include explanations on transfers of costs in the estimated budget (if applicable)

Insert text	
Other issues	Insert text

REPORTING

☞ Art. 21.2 +
☞ Data sheet 4.2

2. Periodic Report

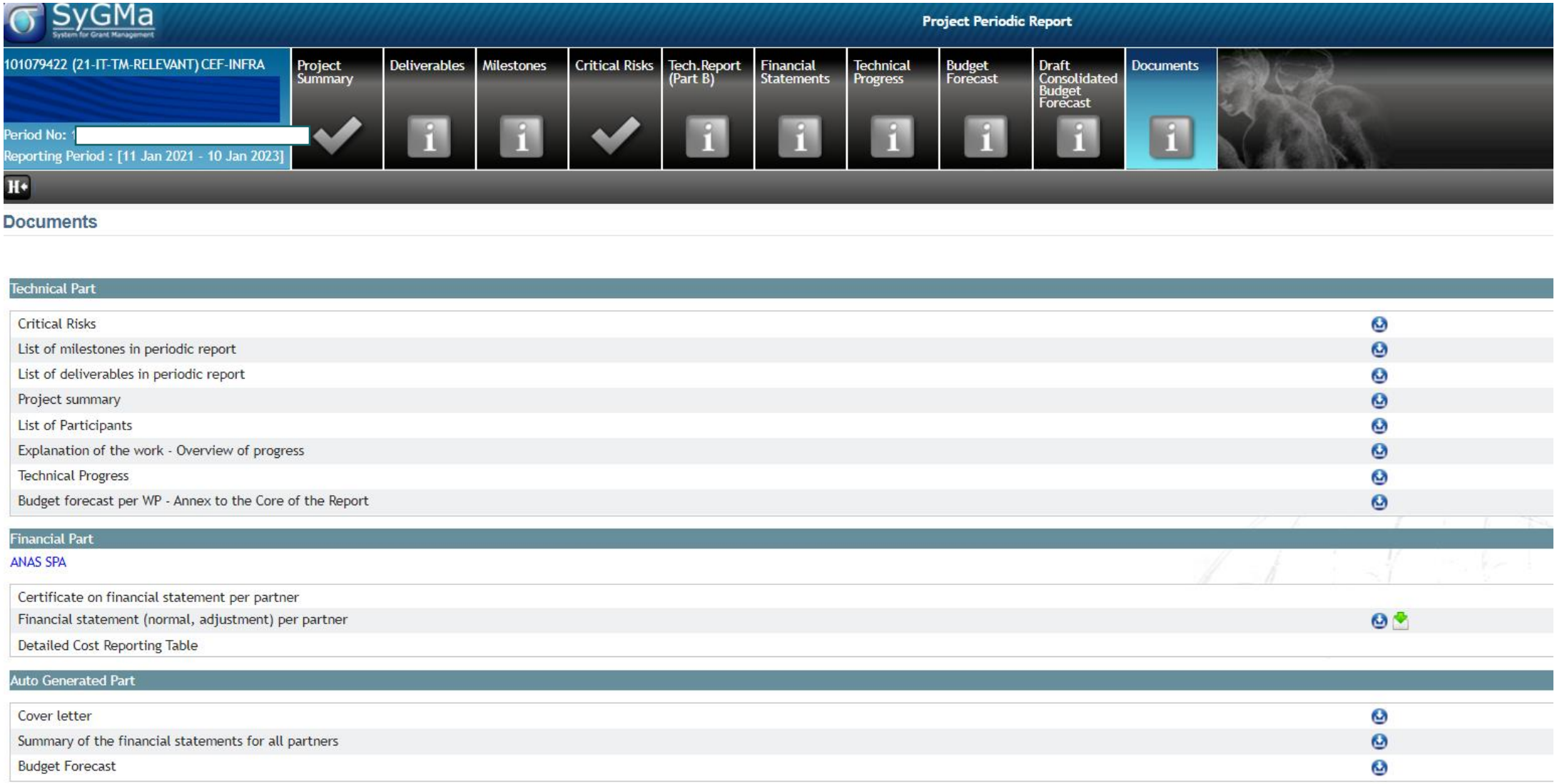
- Linked to a payment request (interim or final)
- **Technical Report (part A & part B)** + **Financial Report**
- **To be submitted <u>the latest 60 days after</u> the end of the reporting period**

☞ Reporting period

- Independent from calendar years
- Starts with the starting date of the project (activities)
- The <u>default</u> reporting period for is 18 months but can vary

(➔ checks the specifics in your GA)

Periodic Report – list of documents



Periodic Report

☞ Art. 21, 22 +
Data Sheet point 4.2

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1.4 Communication and visibility .....
1.5 Follow-up to EU recommendations .....
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Budget implementation — Resources *(n/a for Lump Sum Grants)* *Explain deviations from the budget planning (i.e. differences between actual and planned costs of the work package).* *Include explanations on transfers of costs in the estimated budget (if applicable)*	
Insert text	
Other issues	Insert text

Activities (WP description)

Please list all tasks as defined in the Grant Agreement. Report on the implementation status of the activities that were to be implemented during the period and explain deviations from Annex 1 of the Grant Agreement. In case a task was not implemented or a deliverable not produced/milestone not achieved, please explain why.
Concisely describe the updated implementation plan for the work package.
In case of delays, describe how you intend to handle the situation and new timing, how they will impact the future implementation of other work packages/the project as a whole. Please explain how you intend to minimise the negative effects.

Task No (continuous numbering linked to WP)	Task name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			

Other issues
Mention and explain unexpected events and adjustments that had to be made (not mentioned above). Explain impact on other tasks, available resources and planning/timing.

Insert text

Summary of tasks

- **Coordinators** :

1) Continuous report

All beneficiaries' tasks

+

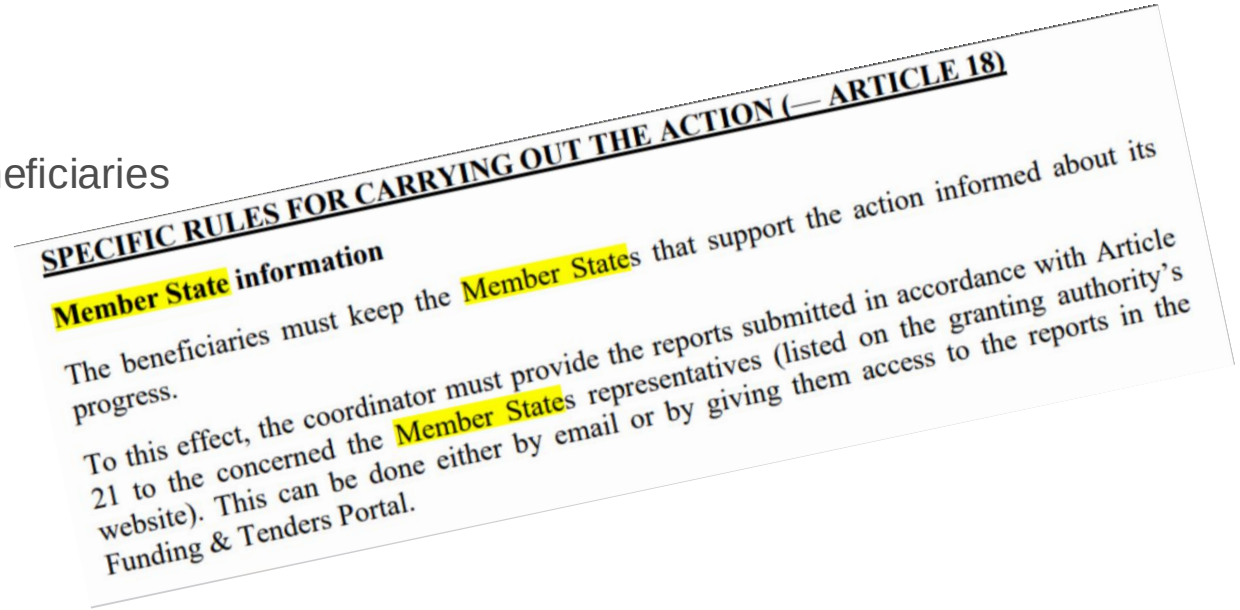
- Coordinate contributions from beneficiaries

2) Periodic report

All beneficiaries' tasks

+

- Coordinate contributions
- Consolidate forecasts
- Submit the reports and follow up with HaDEA



SPECIFIC RULES FOR CARRYING OUT THE ACTION (— ARTICLE 18)

Member State information

The beneficiaries must keep the Member States that support the action informed about its progress.

To this effect, the coordinator must provide the reports submitted in accordance with Article 21 to the concerned the Member States representatives (listed on the granting authority's website). This can be done either by email or by giving them access to the reports in the Funding & Tenders Portal.

Thank you

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European Health and Digital Executive Agency