



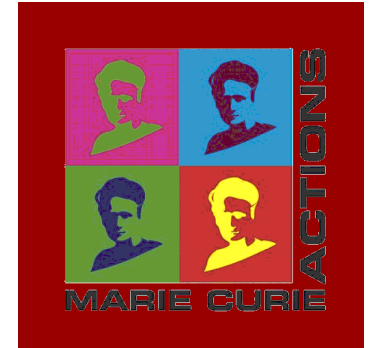
EULA NETCERMAT

Work package number 6

M1-M48

PROJECT MANAGEMENT

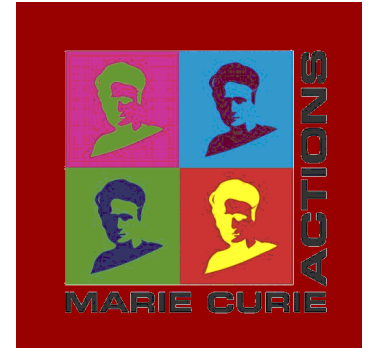
OBJECTIVES - 1



To ensure to effectively implement the management structure of EULA-NETCERMAT and timing control of all the described tasks.

Ensure successful performance of the project and fulfillment of all tasks on schedule.

OBJECTIVES - 2



To ensure *efficient and adequate reporting and communication* with the European Commission due to the schedule

WP 6: 4 TASKS



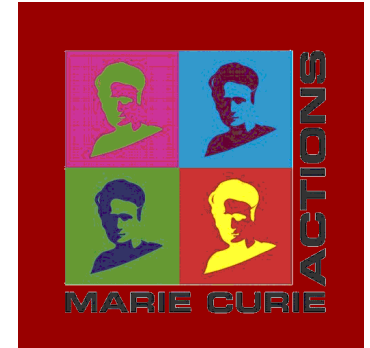
TASK 6.1. Establish the effective communication and decision-making procedures (UAB & UNLu)

TASK 6.2. Financial and administrative management (UAB) to meet the Commission requirements

TASK 6.3. Project management and monitoring (UAB & UNLu).

TASK 6.4. Reporting to EC-IRSES (UAB).

WP 6 : 2 DELIVERABLES

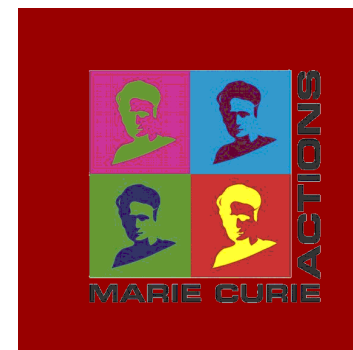


Deliverables

D6.1 Project management plan (M3)

D6.2 Interim report (IR)/ final reports (FR) for EC (M24/M48)

1st & 2nd year secondments



	outgoing			incoming			
p/m	1st year	2nd year	TOTAL	1st year	2nd year	TOTAL	TOTAL
UAB	16	15	31	10	18	28	59
CSIC	6	6	12	13	13	26	38
CBS	6	6	12	1	4	5	17
IRELAC	6	3	9	0	4	4	13
KTH	5	3	8	10	7	17	25
							152

Each secondment MUST




•According to article III. 4 – Reports and deliverables to the grant agreement – Specific Provisions, in addition to the reports mentioned in Article 4 and Article II.4, **the consortium shall submit a researcher registration report (RRR) within 20 days following the beginning of the secondment of the researcher.** The RRRs is mandatory for each reporting period and each secondments and would be checked in line with the respective periodic report.

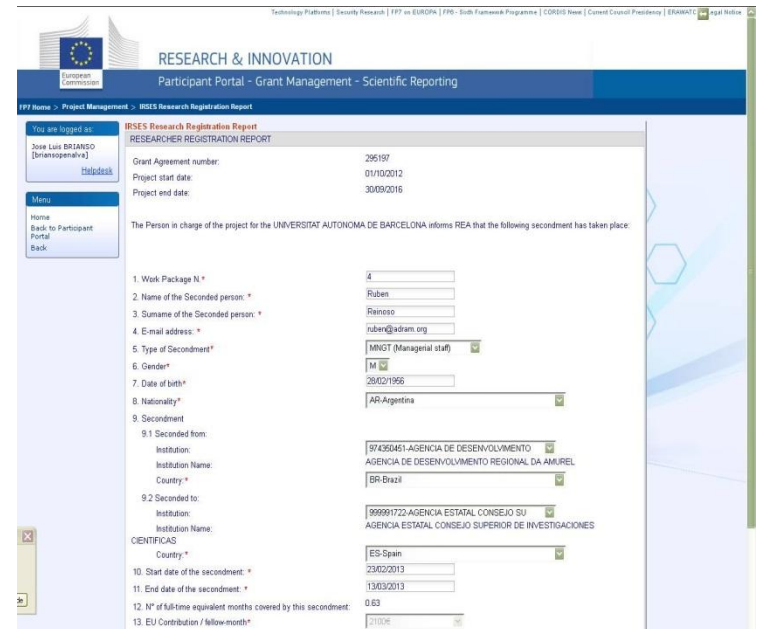
•**The RRR are completed on line in the Portal.** To access your project, Go the Participant Portal (<http://ec.europa.eu/research/participants/portal>):

- Select the relevant project (“My projects” tab);

Under action column, click on icon;

- You will access the reporting environment, click on documents link (“Menu” on the left side); 

- Then select the Researcher Registry Report for each participant



RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

FF7 Home > Project Management > RRRS Research Registration Report

You are logged as: Jose Luis BRANCO [bransopenalva] Helpdesk

Menu: Home, Back to Participant Portal, Back

RESEARCHER REGISTRATION REPORT

Grant Agreement number: 295197
Project start date: 01/10/2012
Project end date: 30/09/2016

The Person in charge of the project for the UNIVERSITAT AUTONOMA DE BARCELONA informs REA that the following secondment has taken place:

1. Work Package N°: 4
2. Name of the Seconded person: * Ruben
3. Surname of the Seconded person: * Rincos
4. E-mail address: * ruben@adram.org
5. Type of Secondment*: MNGT (Managerial staff) ☒
6. Gender*: M ☒
7. Date of birth*: 28/02/1996
8. Nationality*: AR-Argentina ☒
9. Secondment
9.1 Seconded from:
Institution: 974350461-AGENCIA DE DESENVOLVIMENTO
Institution Name: AGENCIA DE DESENVOLVIMENTO REGIONAL DA AMUREL
Country: * BR-Brazil ☒
9.2 Seconded to:
Institution: 999991722-AGENCIA ESTATAL CONSEJO SU
Institution Name: AGENCIA ESTATAL CONSEJO SUPERIOR DE INVESTIGACIONES
Country: * ES-Spain ☒
10. Start date of the secondment: * 23/02/2013
11. End date of the secondment: * 13/03/2013
12. N° of full-time equivalent months covered by this secondment: 0.63
13. EU Contribution / fellow-month*: 2100€ ☒

Each secondment MUST

- Fill your corresponding secondment on the Excel template and submit to your EU beneficiary counterpart in charge of controlling the secondments and inform the coordinator.



Coordinators table-295197.xlsm - Microsoft Excel

Archivo Inicio Insertar Diseño de página Fórmulas Datos Revisar Vista Complementos Acrobat

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SECONDMENTS TABLE																PARTICIPANTS (see Grant Agreement and Annex I)				
Period	First Name of the researcher	Surname of the researcher	Date of Birth	Gender	Type	Seconded FROM participant (Acronym)	Seconded FROM participant Country (Acronym)	Seconded TO participant (Acronym)	Seconded TO participant Country (Acronym)	Start date of the secondment	End date of the secondment	WARNING	No of full time equivalent months (during the reporting period)	EU contribution / fellow-months (€1-m)	Total EU contribution to be requested (€)	Should be declared in Beneficiary/ Third Party Form C	Comments	Participant Number	Participant name	Participant sho (Acronyr
1													0,00		0,00			1	UNIVERSIDAD AUTÓNOMA DE	UAB
2																		2	Institut de Ciència de Materials de Barcelona	ICMAB-CS
3																		3	Copenhagen Business School	CBS
4																		4	Institut Interuniversitaire pour les Relations	IRELAC
5																		5	Royal Institute of Technology	KTH
6																		6	Instituto de Investigaciones en Ciencia y	INTEMA
7																		7	UNIVERSIDAD NACIONAL DE LUJAN	UNLU
8																		8	AGENCIA DE DESENVOLVIMENTO	ADRAM
9																		9	Serviço Nacional de Aprendizagem	SENAI
10																		10	UNIVERSIDAD DE CHILE	UCH
11																		11	Universidade Federal de Minas Gerais	UFMG

Partnership Exchange Declaration

Each secondment MUST

- Contribute to the reporting of their institutions to be sent to the coordinator to build up the interim reporting. The information will be uploaded to the RPP.
- **Employ the template and submit**
 - **Activities performed within each work package and related deliverable**
 - **Planning the work for the second year period.**
 - **Calendars of mobility; courses, workshops/seminars, open days**
 - **Scientific highlights and research achievements**
 - **Transfer of knowledge and Training activities (workshops...)**
 - **Dissemination of results (conferences, publications...)**



ANNEX 1: MID-TERM REPORT

Marie Curie Actions – International Fellowships

Project n°: Grant Agreement Number: **PIRSES-GA-2011-295197**

Project Acronym: **EULANETCERMA**

Project Full Name: **EU-LA NETWORK IN CERAMIC MATERIALS WITH ENVIRONMENTAL AND INDUSTRIAL APPLICATIONS**

Marie Curie Actions
IRSES Mid-term Report

Period covered: from October 2012 to October 2013 (M1-M12)

Period number: 1

Start date of project: 1st October 2012

Project coordinator name: Prof. José Luis Bríasco

Project coordinator organisation name: Universidad Autónoma de Barcelona (UAB)

Date of preparation: November 2013

Date of submission (**SESAM**): 15 of November 2013

Duration: 12 months

Version: 1

1. GENERAL PROGRESS OF THE PROJECT

Please indicate if the project:

a) has fully achieved its objectives and technical goals for the period;

b) has achieved most of its objectives and technical goals for the period with relatively minor deviations;

c) has failed to achieve critical objectives and/or is not at all on schedule.

If you answered b) or c) please include a detailed description of the modifications in the report.

Qualitative indicators of progress and success in line with workplan and milestones (description of progress towards the milestones and deliverables)

WP1

D1.1

D1.1.1

D2.1.1

D2.1.1.1

D3.1.1

D3.1.1.1

D4.1.1

D4.1.1.1

STRAVAL PROJECT IRSES (as an example)



SUMMARY OF THE SECONDMENT OF RESEARCHERS DURING THE REPORTING PERIOD

Beneficiary: RUDER BOSKOVIC INSTITUTE

WP n°	First name of the Researcher	Last name of the Researcher	Date of Birth	Gender	Type	Seconded To	Seconded To (Short Name)	Seconded To (Country)	Start date of secondment	End date of secondment	EU Contribution / fellow-month (€)	No. of full-time equivalent months covered by this secondment during this reporting period	Total EU Contribution (€)
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No secondments for this Beneficiary

Beneficiary: UNIVERSITAT AUTONOMA DE BARCELONA

WP n°	First name of the Researcher	Last name of the Researcher	Date of Birth	Gender	Type	Seconded To	Seconded To (Short Name)	Seconded To (Country)	Start date of secondment	End date of secondment	EU Contribution / fellow-month (€)	No. of full-time equivalent months covered by this secondment during this reporting period	Total EU Contribution (€)
1,3,4	JOSE LUIS	BRIANSO	24/10/1944	Male	MNGT	AGENCIA DE DESENVOLVIM ENTO REGIONAL DA AMUREL	ADRAM	BR-Brazil	02/11/2011	30/11/2011	2100	0.96	2016.00
1,3,4	JOSE LUIS	BRIANSO	24/10/1944	Male	MNGT	UNIVERSIDAT MICHOACANA DE SAN NICOLAS HIDALGO	UMSNH	MX-Mexico	10/01/2012	11/02/2012	2100	1.07	2247.00
1,3,4	JOAN	POCH	23/09/1963	Male	ER (4-10 years)	UNIVERSIDAT MICHOACANA DE SAN NICOLAS HIDALGO	UMSNH	MX-Mexico	23/07/2011	23/11/2011	2100	4.03	8463.00
1,4	JAUME	CASABO	16/09/1941	Male	ER (4-10 years)	UNIVERSIDAT MICHOACANA DE SAN NICOLAS HIDALGO	UMSNH	MX-Mexico	10/01/2012	11/02/2012	2100	1.07	2247.00



FP7 - Grant Agreement - Annex VI – International Research Staff Exchange Scheme

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

Project nr			Funding scheme	IRSES
Project Acronym				
Period from	dd/mm/aa	Is this an adjustment to a previous statement?	Yes/No	
To	dd/mm/aa			
Legal Name			Participant Identity Code	
Organisation short Name			Beneficiary nr	
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 €)

	Eligible expenses for the activities carried out by the researcher				Eligible expenses related to the activities of the host organisations				Maximum EC contribution
	A1	B	C	D	E	F	G&H	I	
	Monthly Living Allowance/Monthly Mobility Allowance	Travel Allowance	Career Exploratory Allowance	Contribution to the participation expenses of eligible researchers	Contribution to the research/training transfer of knowledge programme expenses	Contribution to the organisation of international conferences, workshops and events	Management activities (including audit certification) and contribution to overheads	Other types of eligible expenses / specific conditions	
Direct costs									
Indirect costs									
Flat-rate									
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?

If yes, please mention the amount (in €)

Yes/No

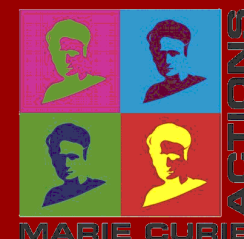
3- Declaration of interest yielded by the pre -financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art. II.19 ?

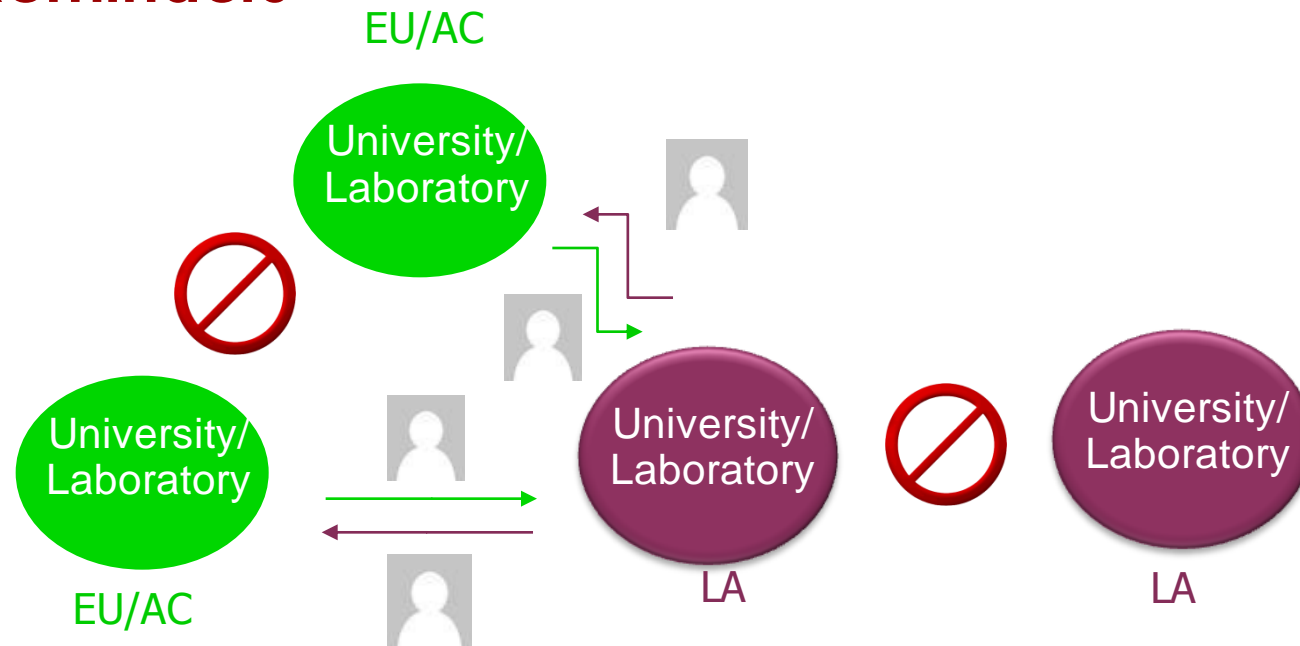
If yes, please mention the amount (in €)

Yes/No

4. Certificate on the methodology



Reminders



- Short-term **secondments** of research **staff**
- Exchange **up to 12 months** per staff member (**ESR / ER / MER**)
- If changes, inform co-ordinator, respect duration and modality
- Preliminary senior visit to hosting institution, plan future secondments, exploit Skype-like communication
- International Welcome Point Office support
- Reduce management costs AMAP

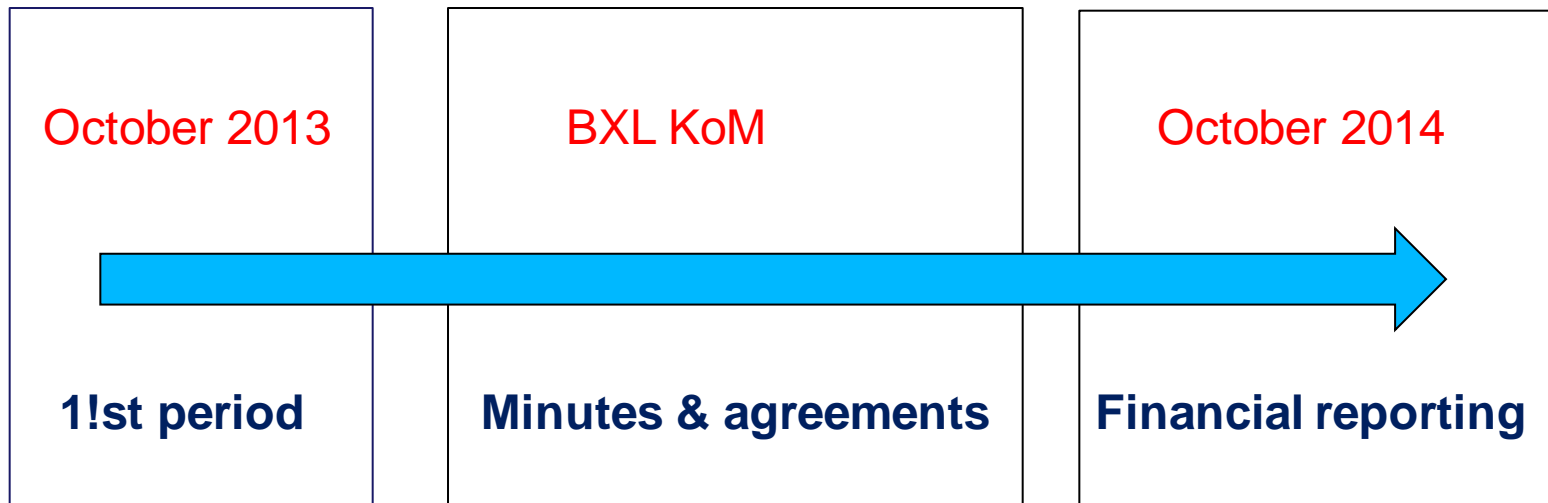
FUTURE EVENTS TB AGREED



TYPE	DURATION	RESPONSIBLE	PLACE	DATE	TARGET
WORKSHOP	3 DAYS	UNLU (09/14)	LUJAN	M24	ACADEMY-INDUSTRY
SHORT COURSE	2 DAYS			M24	
SEMINAR	1 DAY			M24	PP STKH
OPEN DAY	1 DAY			M24	PP STKH, NGOs, CIVIL SOCIETY
TRAINING SCI&ADMIN.	1 MONTH	UAB (04/14)	BCN	M 18	ADMINISTRATIVE STAFF &ESR
SCI. TRAINING	1 MONTH	CSIC (04/14)	BCN	M 18	ESR
SCI. TRAINING	1 MONTH	KTH	KISTA	M 22	&ESR

Reporting

mid-term report





THANKS

