



netWorked Youth Research for
Empowerment in the Digital society

Grant Agreement

number: 727066

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WP9 Management

Administrative and financial issues



**netWorked Youth Research for
Empowerment in the Digital society**

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Next tasks and
deadlines



Consortium
Agreement



Meetings

Technical and
Financial report

Next tasks and deadlines

Tasks	Activities	Date
Networking report	<i>Report on contacts at local level</i>	05/06/2017 all the partners don't sent yet; 9 th Panagiotis
Delphi	<i>Final version of 2nd round questionnaires (new participants in both processes)</i>	Friday 12:00 Online Monday 05/06/2017
	<i>(Translation) + Implementation</i>	24/06/2017
	<i>Collection of data / Analysis</i>	25-30/06/2017
	<i>Draft report</i>	End of June
	<i>Final report</i>	Beginning of September
Social Dialogues	<i>Implementation (face to face)</i>	25/06/2017
	<i>Implementation online at consortium level (suggestions to be collected)</i>	05/06/2017 – 25/06/2017
	<i>Collection of data / Analysis</i>	Draft End of June /final September

Next tasks and deadlines

Tasks	Activities	Date
Platform	<i>Deployment</i>	05/06/2017 12:00CET
	<i>Access for partners</i>	07/06/2017
	<i>Translation of texts</i>	15/06/2017
	<i>Inclusion questionnaires</i>	To be defined
Advisory board	<i>Online meeting</i>	September 2017
Ethical Advisory Board	<i>Initial meeting online</i>	End of June 2017
Revision of deliverables	<i>(Processes handbook)</i> <i>Inclusion criteria</i> Public Deliverable <i>Participant Protection</i> <i>Policy v1</i> Public Deliverable	September 2017
Training actions	<i>Draft version</i>	12-16/06/2017

Deliverables due (May–June 2017)

WP4 Training actions - December 2017

WP3 Platform v1 - April 2017

WP4 Initial Networking report - May 2017

JUNE

WP5_5.1 Corpus of sessions report V1

WP5_5.3 Key research questions V1

WP6_6.1 First Cycle activities toolkit

WP7_7.1 First Cycle Evaluation approach

WP10_10.2 Advisory Board meeting 1

WP10_10.13 Initial Ethical Advisory Board meeting

Meetings

In presence:

Kick-off meeting (M1 in Salamanca, November 2016) – 02-03/11/2016

Project meeting 2 (M8 in Vienna, June 2017) – 29-31/05/2017

Project meeting 3 (M14 in Italy, December 2017)

Project meeting (M18 in London, April 2018)

Project meeting 5 (M25 in Istanbul, November 2018)

Project meeting 6 (M30 in Belfast, April 2019)

Closure meeting (M35 in Brussels, September 2019)

Online:

When? Who? How?

Next online meeting on Delphi and Social Dialogues: around June, 20-24

Consortium Agreement

- USAL ✓
- OXFAM ✓
- PYE ✓
- DOGA ✓
- YEU ✓
- EARLY YEARS ✓
- MOVES ✓
- BOUN
- TAU



Technical and Financial report

RP1: from month 1 to month 18

- Annotated Model Grant Agreement **Version 4.0 21**
April 2017
- SyGMa
- Timesheet template

Timesheet template

Timesheet: template available in the AGA (version 19/12/2014)

TIME RECORDING FOR A HORIZON 2020 ACTION																	Month:	December	Year:	2017													
Title of the action (acronym):																	Grant Agreement No.:																
Beneficiary's / linked third party's name:																	Partner No.:																
Name of the person working on the action:																	Type of personnel (see Art. 6.2.A Grant Agreement):																
	DAY	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Reference <small>(e.g. work package)</small>			WE	WE			PH		PH	WE	WE						WE	WE						AH	WE	WE	PH	AH	AH	AH	AH	WE	0,00
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Total Hours		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Short description of the activities carried out in the month:																																	
Signed (name of the person working for the action):																	Signed (name of the supervisor):																
Date: 08 January 2018																	Date: 08 January 2018																

Financial reporting on SyGMa – M19

Partner cost break down		Eligible* cost (per budget category)						
A. Direct personnel costs		B. Direct costs of subcontracting	C. Direct costs of providing financial support to 3rd parties	D. Other direct costs				
A.1 Personnel	A.4 SME owners without salary			D.1 Travel	D.4 Costs of large research infrastructures			
A.2 Natural Persons under direct contract	A.5 Beneficiaries that are natural persons without salary			D.2 Equipment				
A.3 Seconded persons				D.3 Other goods and services				
A.6 Personnel for providing access to research infrastructures								
Form of costs****	Actual	Unit ⁽¹⁾	Unit ⁽²⁾ XX EUR/hour		Actual	Actual	Actual	Actual
	(a)	Total (b)	No hours	Total (c)	(d)	(e)	(f)	(g)
				0				
<p>The beneficiary/linked third party hereby confirms that:</p> <p>The information provided is complete, reliable and true.</p> <p>The costs declared are eligible (See article 6)</p> <p>The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (See articles 17, 18 and 22)</p> <p>For the last reporting period: that all receipts have been declared (See article 5.3.3)</p>								
<p>i) The beneficiary/linked party must declare all eligible costs, even if -for actual costs, unit costs and flat-rate costs - they exceed the amounts indicated in the estimated budget (see Annex 2). Amounts not declared in the individual financial statement will not be taken into account by the Commission</p>								
<p>*See Article 6 for condition for costs to be eligible</p>								

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