



# Development of Training Network for Improving Education in Energy Efficiency (Energy)

Kick-off meeting 14th December of 2012  
Riga Technical University  
Riga, Latvia





# Agenda

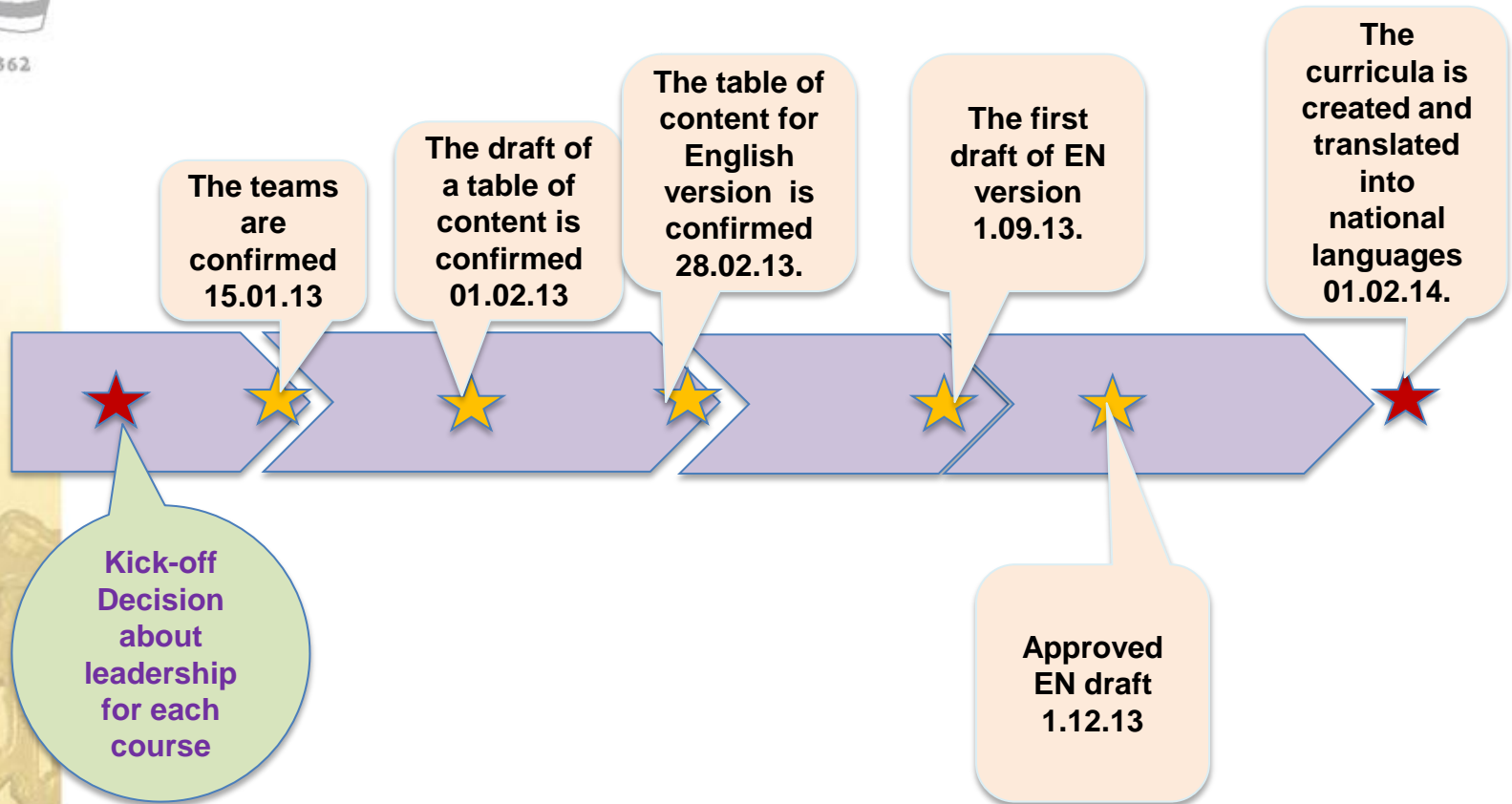
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|--------------|------------|--|
| <b>09:00</b> | <b>30'</b> | <b><i>Registration</i></b>   |
| 09:30        | 10'        | Welcome by Riga Technical University   |
| 09:40        | 05'        | Welcoming address by Tempus National<br>Contact Point of Latvia (Ms Antra Mengele) |
| 09:45        | 15'        | Introducing of meeting participants  |
| 10:15        | 15'        | Adoption of the agenda of the meeting  |
| 10:30        | 60'        | Project targets and deliverables   |
| 11:45        | 75'        | Creation of comparable tutorials (discussion)                                      |
| <b>13:00</b> | <b>60'</b> | <b><i>Lunch</i></b>  |



# Agenda

- |              |            |   |
|--------------|------------|---|
| 14:00        | 45'        | Conclusion of discussion about comparable tutorials   |
| 14:45        | 30'        | Project financial aspects (RTU Financial department)  |
| 15:15        | 15'        | Partner agreements (Anatolijs Zabašta)  |
| 15:30        | 15'        | Reporting and progress monitoring (A.Zabašta & Financial Department)                        |
| 15:45        | 15'        | Communication tools (RTU & Partners)  |
| 16:00        | 30'        | Meeting closing and next steps  |
| <b>16:30</b> | <b>60'</b> | <b><i>Free opportunity for the project's representatives to meet amongst themselves</i></b> |

# Pleriminary schedule

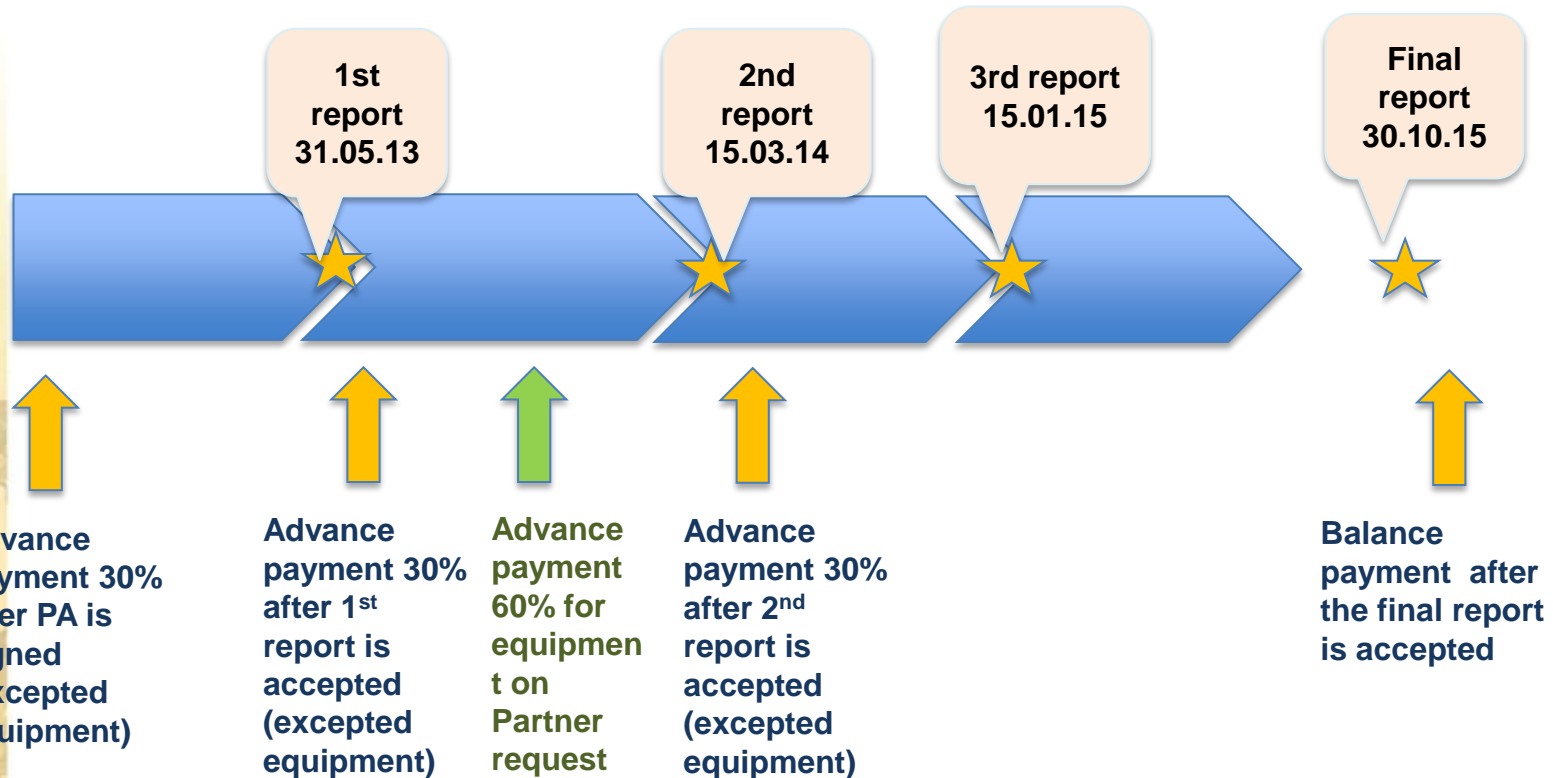




# Partnership Agreements

- ✓ 12 Partnership agreements elaborated and signed by RTU authorities
- ✓ The lack of the data for Partnership agreements about one partner: LUT - Lublin University of Technology
- ✓ The lack of Financial identification - 5 partners:
  - ✓ Tallinn University of Technology
  - ✓ KTU - The Koszalin University of Technology (not valid form)
  - ✓ BSU - Belarusian State University
  - ✓ BNTU - Belarusian National Technical University
  - ✓ LUT - Lublin University of Technology

# Reporting & Progress monitoring



## Intermediate reports:

- ✓ **Financial part:** Excel and evidences (timesheets, conventions, printing from bookkeeping system) - for external auditors;
- ✓ **Activities report** on the project progress against project plan, milestones and deliverables.

# Payments

- ✓ **First instalment of pre-financing:** the Coordinator will transfer 30% of the Partner's Executive Agency contribution equal to 37927 EUR, after signing the Partnership Agreement, provided that the Coordinator has received the pre-financing from the Executive Agency and bank details are correctly provided by the Partner.
- ✓ **2nd payment:** the Coordinator will transfer 30% of the Partner's Executive Agency contribution equal to 37927 EUR, after the Partner submits the first intermediate report to the Coordinator.
- ✓ **3rd payment:** After receiving the second payment from the Executive Agency the Coordinator will transfer 30% of Partner's total Executive Agency contribution, provided that the Partner provides eligible and full supporting documentation on project expenditure of at least 70% of the previous installments and the second intermediate report.
- ✓ **Balance payment:** All outstanding payments to cover actual eligible expenditures that have not been received in previous instalments (see above), taking into account the co-financing share, will be paid to the Partner within 30 days after the Coordinator receives the final payment from the Executive Agency, on condition that the Partner has provided the requested eligible supporting documentation and submitted the financial table to the Coordinator within the foreseen deadline.

# Reporting

- ✓ Only the Coordinator can submit technical implementation reports and financial statements to the Executive Agency by providing proof of progress of the project.
- ✓ Therefore, in order to provide adequate information on the progress of the project, the Partner has to submit a Report to the Coordinator consisting of
  - ✓ an activity report describing the activities carried out and their outputs and results during the reporting period, and a financial report presenting the costs incurred in accordance with the approved Application Form.
- ✓ Deadlines for Partner Reports are the following: 31<sup>st</sup> of May 2013; 15<sup>th</sup> march of 2014; 15<sup>th</sup> January of 2015 and 30<sup>th</sup> October 2015.
- ✓ The partner **may submit a report before the deadline** established in the Partnership agreement, confirming with the Coordinator, **and request the next payment in case of the faster the performance of the project activities.**
- ✓ The Partner has to respect the reporting deadlines of the Grant Agreement and Partner Agreement, and submit their Partner Report and supporting documents on validation of expenditure to the Coordinator in due time as requested by the Coordinator, within 10 (ten) working days.
- ✓ Partner Reports and supporting documents on validation of expenditure not submitted to the Coordinator within the set deadline will not be included in the progress report of the Coordinator to be submitted to the Executive Agency.





# Audit

- ✓ Keep at the Executive Agency disposal all original documents, especially accounting and tax records, or in exceptional and dully justified cases, certified copies of original documents relating to the Grant Agreement for a period of 5 years from the date of payment of the balance specified in Article I.5 of the Grant Agreement;
- ✓ Enable the responsible auditing bodies of the Coordinator and any other outside body authorized by the Executive Agency to audit of the use made of the grant;
- ✓ Give these authorities any information about the project they request;
- ✓ Give them access to the accounting books and accounting documents and other documentation related to the project, whereby the auditing bodies decide on this relation. Such audits may be carried out throughout the period of implementation of the Grant Agreement until the balance is paid and for a period of 5 years from the date of payment of balance;