



**Executive Committee**  
**Paris Observatory**  
**November 21st 2006**



## Action list Board meeting September 20, 2006

PURPOSE	WHO	DESCRIPTION	DEADLINE
Place of the Symposium	All	Sending proposals for venues to host the Symposium.	September 30
Proposal to invite DFG	J Andersen	Sending Board members a draft letter to invite DFG as Associate	September 30
D5 approval	J Andersen	Sending the link to the census.	September 30
Associates	J Andersen	Sending the revised draft associate agreement to Board members.	September 30
Financial documents	PMO	Sending contractors comments on the dry run documents.	October
D6 approval	A Fontana	Sending the report on Management of European astronomy.	End of November
D7	J Andersen	Report on the integration of new full participants and progress in inviting Associates.	December 15
D8	P Fletcher + F. Casoli	Completing the first report on networking activities and discussions with EC-funded initiatives.	October 15
D9	T de Zeeuw + SVWG	Completing the Draft Science Vision report for European astronomy.	December 1
Infrastructure roadmap panels	Board members	Approval by e-mail. 1)structure + chairs 2)panel members	November 2006 January 2007
WP1.4	Board members	Sending suggestions for the future of Astronet to F Casoli and J Andersen.	December 1
WP1.4	Task leader	Survey possible forms for a successor of ASTRONET	Next Board meeting
Infrastructure roadmap	Michael Bode	First panel meetings	January/February 2007
Financial report	All	Sending all documents (activity, financial report, form C, audit certificate).	March 15

## Estimated spendings for March 2007

Contractors	Estimated eligible costs 1-18 (global cost)	Planned costs 1-18 (100%)	Pre-financing 1-24 (80%)	Estimated eligible costs/ prefinancing 1-24 (>70%)	Min requested (70%)	Planned requested EC contribution 1-48
<b>CNRS-INSU</b>	130 000	226 076	251 196	51,75%	175 837	652 080
<b>BMBF</b>	0	0	0	0%	0	0
<b>ESO</b>	270 000	228 010	253 344	106,57%	177 341	563 880
<b>INAF</b>	110 000	73 800	82 000	134,15%	57 400	207 000
<b>PPARC</b>	35 000	143 168	159 076	22,00%	111 353	480 540
<b>NOTSA</b>	35 000	37 411	41 568	84,20%	29 098	103 920
<b>MEC</b>	30 000	35 078	38 976	76,97%	27 283	83 520
<b>NWO</b>	215 000	198 169	220 188	97,64%	154 132	357 960
<b>PT-DESY</b>	80 000	94 262	104 736	76,38%	73 315	297 120
<b>TOTAL</b>	905 000	1 035 976	1 151 084	78,62%	805 759	2 498 820

CNRS/INSU+ 45 000€ for Board & ExeC meetings



March 2007

- Periodic activity report (by WP)
- Management report (by contractor)
  - Form C- financial statement
  - Audit Certificate



## Frequent problems in financial reports

- Missing, incorrect or incomplete information (for example, contract number, acronym, reporting period)
- Missing contractor's stamp
- Inconsistencies between audit certificate and Form C (for example, amount, cost model, conversion rate option) and within the Form C.
- Change in contractor details (change of name, merger)
- Indirect costs. REMINDER: Indirect costs calculated as 20% of (direct costs less subcontracting). N.B.
- Cost of audit certificate to be claimed under subcontracting in the management category
- Person signing as responsible for work. This should be (one of) the person(s) mentioned in the contract as representing the contractor or the person mentioned in the CPF A2b

It is strongly recommended that the audit certificate be based on the model provided in the Financial Guidelines. Although this model is not binding, deviation may result in additional information and clarification being requested by the Commission and the subsequent risk of rejection of the certificate.