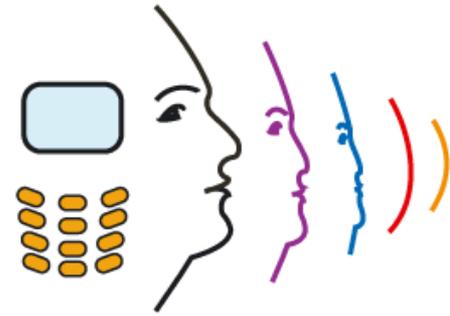


MOBIO – Annual Report

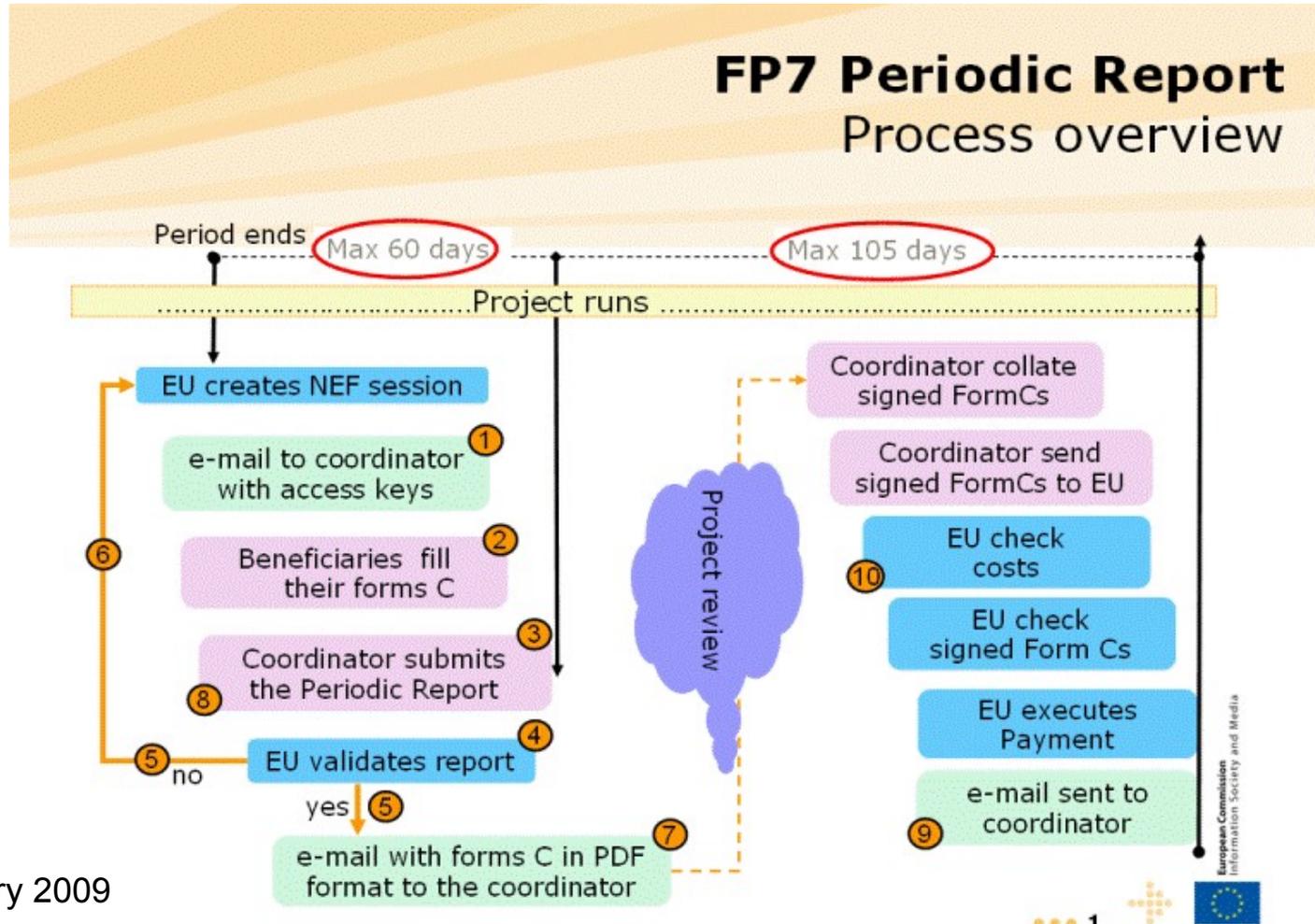
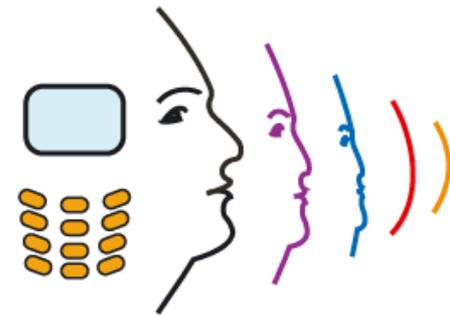
Martigny, 8 January 2009

MOBIO – SVN Server

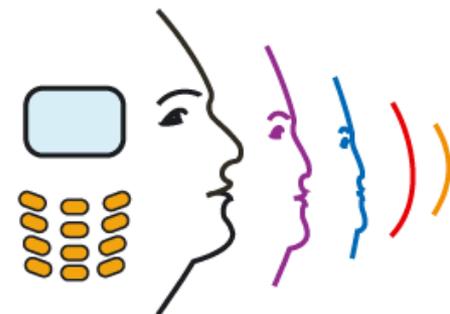


- If you need an username & pwd, please send an email to valerie.devanthery@idiap.ch
- URL of the repository: <https://svn.idiap.ch/repos/projects/MOBIO>
- Main folder: Annual_Report
- Main .tex file: Annual_Rep_template.tex
- Files to complete available in the folder Src
- Guidelines → in the folder Guides
- Images → in the folder Images
- .xls to forward to your financial manager

FP7 Periodic Report



Process Overview



- We have received access keys and URL to a WEB application.

Project number: 214324

Partners access key: 73791-28289-70081-13887

URL: <https://webgate.ec.europa.eu/nef/frontoffice/login>

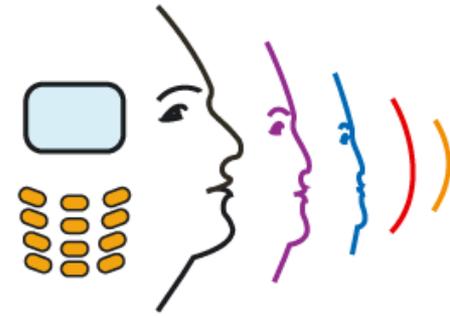
!!! Forward this information to your financial manager !!!

- Submission of requested info: **Financial Statements** are based on online forms. Other **reports** and Certificate of Financial Statements (CFS) are uploaded.

!! WARNING !!

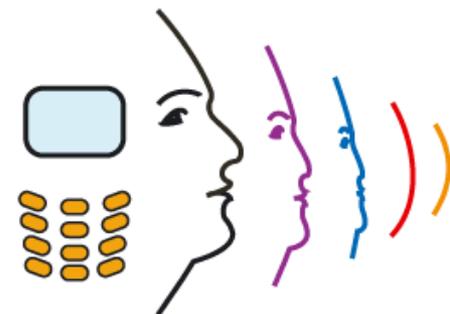
Please, be ready to send us a paper copy of the Form C and CFS, in case of the web application isn't working properly!

Finance - CFS



- CFS = Certificate of Financial Statements
- **When it is required?**
 - CFS are only **required** with the cumulated Community financial **contribution** (not costs!) **requested exceeds 375,000€**.
- **CFS are not audit certificate as in FP6:** auditor are not asked to provide an opinion. Auditors are asked to make specific verifications and to report on them. CFS use a standard format. The use of this format is mandatory.

Finance - CFS

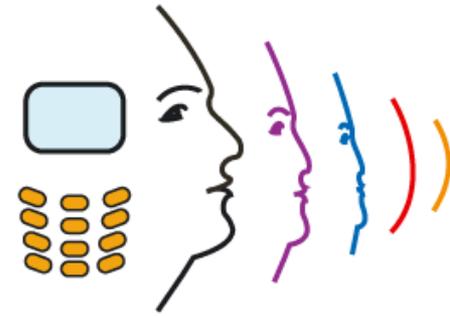


- Pre-financing amount distributed

Participant number in this project	Organisation short name	pre-financing amount (€) distributed
1	IDIAP	350'598.49
2	UNIMAN	216'520.42
3	UNIS	323'905.37
4	UAPV	101'500.08
5	BUT	179'386.41
6	UOULU	114'451.81
8	IDEA	34'636.03
9	EPM	80'668.40

- **Be Careful** : If a CFS is required, but **not submitted**, the **costs** of the period **will be rejected**.

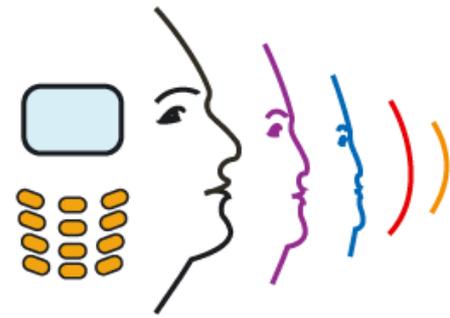
Summary



- According to the email you received on December 22, complete the .tex and .xls files available in the SVN repository **by January 29**.
- Ask your financial manager to complete and upload your financial reports on the EC website **by January 29**.

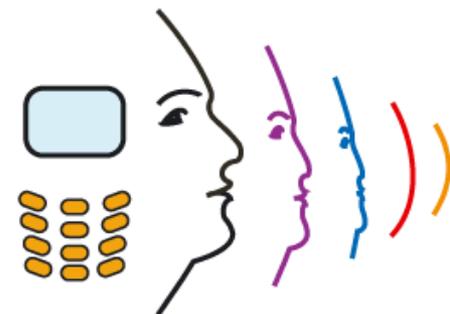
!!! The sooner we provide the EC with the annual report, the sooner we will receive the next payment !!!

- Be ready to send us your Form C by express courier !!!
- Questions: send an email to valerie.devanthery@idiap.ch and cc: francois.foglia@idiap.ch
- Useful links:
 - http://ec.europa.eu/information_society/services/coord_day/index_en.htm
 - <http://212.68.215.215/display/iKnowextern/FP7+Periodic+Report>



Thank you for your attention

Periodic Report



- **Periodic reports** should be submitted and approved by the EC **within 60 days** (MAXIMUM) after the end of each **period**.
- Complete & upload (if appl. available) your reports **by January 29** (the soonest the better!!)

Periodic reports contain:

- A. a publishable summary of the progress of the work towards the objectives of the project, including achievements and attainment of any milestones and deliverables identified in Annex I. This report should include the differences between work expected to be carried out and work actually carried out.
- B. an explanation of the use of resources
- A. **Forms C or financial statements** from each beneficiary, together with a summary report consolidating the claimed Community contribution in an aggregated form
- A. a **CFS** from each beneficiary when needed (contribution requested exceeds 375,000€).