MIMO

musical instrument museums online

PROJECT MANUAL v.3

MIMO Manual Contents

Contractual Elements

It is the responsibility of the Project Coordinator to ensure that all partners complete the formalities necessary for them to accede to the agreement with the Commission.

Each partner must complete and sign three copies of Form A – the Consent of the Partners to Accede to the Agreement Form (Model Grant Agreement - p26). The Coordinator then has a maximum of 45 calendar days after the formal start date of the agreement, to send the Commission one of the three completed and signed originals of Form A.

The two remaining signed originals will be kept by the Coordinator and the partner concerned. Scanned copies of these documents will be added to the Project Website (internal section).

Should any partner fail or refuse to accede to the agreement within the agreed project deadlines, the Commission is no longer bound by its agreement. Should that occur, no costs incurred by the consortium under the project can be accepted as eligible for reimbursement by the Community financial contribution.

Additionally, any pre-financing provided to the consortium and any interest generated by the pre-financing must be returned in full to the Commission within 30 days of notification of termination. In which case, it is the responsibility of the partnership to arrive at a solution or risk subsequent loss of funding.

In such a situation, the consortium may propose appropriate solutions to the Commission including, where necessary, the accession to the agreement of additional partners other than those listed in the original proposal, subject to the approval of the Commission.

Partners leaving the consortium shall be bound by the provisions of the agreement regarding the terms and conditions applicable to the termination of their participation.

Should new partners be added they would be bound by the terms of the agreement with effect from the date of their accession to the agreement.

The University of Edinburgh will also issue an internal contract, to be signed by all partners, confirming that they have read and understood the Grant Agreement and which commits them to conform to the best practice guidelines set out in this manual and any guidelines supplied by the European Commission.

Finance

Basic procedures

There will be three payments from the European Commission: -

- First pre-financing payment – 40% of the total E.C. contribution at the start of the project, within 45 days of their receipt of all signed contracts
- Second pre-financing payment – a further 40% at the end of the first year (October 2010), on approval of the mid project reports and provided that 70% of the previous tranche has been spent and all work has been approved.
- Final payment – the remaining 20% at the end of the project, on approval of the final reports (October – November 2010)

Money will be paid into the bank account of the University of Edinburgh, to a MIMO sub-account set up in Euros.

The first pre-financing payment will be paid automatically upon receipt of funding from the commission. Payment will be made into the accounts specified by each Partner on the Partner's banking Information Form. Subsequent payments will be made on receipt of Financial Statement Forms from all Partners

Pre-financing payments per partner will be as follows:

Applicant Short Name	Total Eligible Costs (euros)	Requested Community Funding (euros)	1st Pre Financing 40% (euros)	2nd Pre Financing 40% (euros)	Final Payment 20% (euros)

This table removed as it contained financial information.

Partners will be asked to acknowledge receipt of payment. It will then be each partner's responsibility to administer this amount against their own contribution, whether in-kind or cash and to manage their own budget according to the headings set out in form eCp_2008_PC_SFB_CPD.xls and the Description of Work (DoW) – sections 10.1 and 10.2

Financial statements have to be submitted to the Commission at the end of Year 1 to request the second tranche of pre-financing, with a final financial statement at the end of the project.

All partners must complete Financial Statement Forms (see Appendix 1) and send these to the Project Coordinator, along with evidence of expenditure, i.e. receipts, invoices, timesheets etc. In addition, Interim Financial Statement Forms (see Appendix 2), along with a detailed breakdown of expenditure (but no receipts), should be sent to UEDIN at the end of each six month period, in order to maintain an overview of expenditure throughout the project. A guidance document is also available on the internal project website.

It is vital that all partners develop internal systems to allow them to easily and quickly retrieve all information regarding the project finances so that all deadlines listed below are met on time. As Project Coordinator, UEDIN will have to collate financial reports from all eleven partners before submission to the Commission, so a late submission from just one partner will have a direct impact on the reimbursement to everyone else. As a courtesy to your colleagues, we would ask that deadlines are respected throughout the duration of the project.

Dates for submissions are as follows: -

- **19th March, 2010** (M6) – Interim Financial Statement 1 (period M0 – M5) to be submitted to UEDIN
- **17th September, 2010** (M12) – Annual Financial Statement 1 (period M0 – M11) to be submitted to UEDIN
- **15th October, 2010** (M13) – UEDIN to submit year 1 financial report and pre-financing request to Commission
- **18th March, 2011**(M18) – Interim Financial Statement 3 (period M12 – M17) to be submitted to UEDIN
- **9th September, 2011** (M24) – Final Financial Statement (period M0 – M23) to be submitted to UEDIN
- **26th September, 2011** (M24) – UEDIN to send final financial report and financing request to Commission

Section removed from here.

As the Interim Statements are for internal use only, there is no requirement to sign these documents and they can be submitted to UEDIN in electronic form as email attachments. It is not necessary to submit copies of receipts or invoices with the Interim Statements but these should be held by each partner and be available to the Coordinator if requested

Expenditure

General Principles

- Expenditure must be shown to be necessary for the project, reasonable and cost-effective – in terms of scrutiny, this is most likely to affect subcontracting and travel costs.

- Costs must be incurred during the duration of the project, and exclude any profit margin, including interest gained on pre-financing payments. (NB: Any interest gained, must be reported). Pre-project expenditure for activities which will take place during the life of the project - e.g. flights to the Kick Off Meeting – will count as eligible expenditure despite being incurred prior to the project start date.

- Costs incurred after the duration of the project will be limited to those concerning reports, dissemination of knowledge, monitoring and evaluations within a maximum period of 45 days from the end of the duration of the project

- All partners must be clear on what is and is not eligible.

UEDIN will check incoming financial statements and if any ineligible items are shown, partners will be asked to remove those items from the claim and to resubmit the statement. Such action would result in a delay in delivery of the following tranche payment for other partners, so all claims must be thoroughly scrutinised for eligibility before submission.

Direct costs

Personnel

With regard to personnel costs,

(a) Only the costs of the **actual hours** worked by the persons directly carrying out work under the project may be charged to the agreement.

Such persons must:

- be directly hired by the partner
- be under the sole technical supervision of the latter
- be remunerated in accordance with the normal practices of the partner, provided that these are regarded as acceptable by the Commission.

(b) Personnel costs shall comprise:

- the actual costs (gross remuneration and related charges), or
- average employment costs, where these correspond to the normal practices of the partner concerned, provided that such costs do not differ significantly from the actual costs and that such practices are regarded as acceptable by the Commission.

Subcontracting - see Grant Agreement - Article II.5

Where it is necessary to subcontract certain elements of the work, this should already be clearly identified in the Description of Work.

Any subcontract, the costs of which are to be claimed as an eligible cost*,* must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment. Costs for subcontracting should be in accordance with market prices.

The Commission's prior written approval is required:

(a) where the **cumulative** amount of the subcontracts of a partne*r* exceeds:

- 20% of estimated *eligible costs*
- EUR 100 000

whichever amount is the lower;

(b) where the subcontractor is established in a third country.

It is each partner's responsibility to ensure that subcontracts include an obligation for the subcontractors:

- to submit invoices making reference to the project and giving details of the service or supply rendered,

- to abide by the terms of Articles 4.3, II.10, II.11 and II.12 and to submit to the audits provided for in Articles II.18 and II.19 .

All working time for project and sub-contracted staff charged to the agreement must be recorded throughout the duration of the project, or, in the case of the Coordinator, within a maximum period of 45 days from the end of the duration of the project. Please record all staff hours on the Staff Timesheet - Appendix 3. It is recommended that all staff complete a timesheet at the end of each week, to be countersigned by the member of staff responsible for the project in their own organisation at the end of each month.

This documentation must be precise, complete and effective.

The Financial Statement Form includes a section on Personnel Costs, so it is important that timesheets be maintained regularly by each project partner. This information must be held locally by each partner for collation and transfer to the Interim and Annual Financial Statements. UEDIN does not require copies of all timesheets, only the record of hours for the period shown on the financial forms but timesheets should be held by the partners in case evidence is required by the Commission.

Travel and Subsistence

Actual travel and related subsistence costs necessary for the project may be charged to the project.

Travel and subsistence costs should be established on the basis of the usual rules of the partner but given the limited travel budgets set out in the overall financial plan, partners should try to keep travel costs to a minimum by booking as far in advance as they can and, where possible, using low cost airlines, to access the cheapest fares, thus maximising the budget.

The MIMO travel budget cannot be used to pay for travel to meetings or events unless there is a direct link to the project, e.g. via a presentation or a poster demonstration. If people are scheduled to attend events in another capacity anyway, only a portion of MIMO funds should be used towards their expenses and then only if a demonstrable benefit to the project can be shown. Likewise, the MIMO budget should not be used to subsidise travel to events which would have been attended had the project not existed and where no direct promotion of the project takes place.

Please note, attendance at training courses which are necessary for the completion of MIMO deliverables by MIMO Personnel does count as eligible costs.

Attendance at conferences or other events for the purposes of promoting the MIMO project should be considered in conjunction with other partners and via WP6, which is responsible for Dissemination and Awareness. We must liaise about who will attend promotional events, in what capacity and whether it is necessary for the project to be represented at any given event by more than one organisation.

Where possible we should also try to promote the project at events where we will not be directly represented, e.g. by asking colleagues or other contacts attending events outside the scope of MIMO to promote the project via the distribution of leaflets, for instance. The latter would be particularly important for high cost events such as *Musikmesse* or events or meetings which take place outside of the EU, as the latter are not generally classed as eligible expenditure.

Any claims for travel to such activities must be supported by documentation outlining the value to the project, e.g. type of presentation given, size of audience, quantity of promotional material distributed etc. See Appendix 4 - Justification for Conference / Event Attendance Form. Copies of these forms should also be delivered to SPK for purposes of assessment of dissemination activities, other than for PSG or work package meetings.

Detailed information is required in order to maintain accurate tracking of travel expenditure and to provide evidence of costs should records be audited in detail.

The prior agreement of the Commission is required for travel to or from any place outside the territory of the Member States, the Associated States or a third country where a partner is established, unless such a destination is already provided for in the Description of Work. If the Commission do not make any comment on the request within one month of receiving it from the Coordinator, the approval of the Commission shall be deemed to be given.

There is a section on both the Interim and Annual Financial Statement Forms that covers travel costs.

1. Staff Categories should correspond to those agreed during negotiations
2. The finiancial statement must be drawn up in the beneficiary's accounting currency and converted into euro (Article II.3.2). See http://ec.europa.eu/budget/inforeuro/index.cfm

TRAVEL AND SUBSISTENCE (Art II.14.3)

Period	Reason for journey	Destination (city, country)	Travel period (DD/MM/YY-DD/MM/YY)	Name/Organisation	Amount	Amount in euro

The **Annual Statement** includes the following headings

- **Period** – Select from drop down menu - Period 1 is 1st September 2009 to 31st August, 2010, Period 2, the remainder of the project.
- **Reason for Journey** – please name the event being attended and the purpose of the trip, e.g. *Europeana Meeting, Presentation on MIMO*
- **Destination** – self explanatory
- **Travel Period** - please show start and end date of each trip
- **Name/Organisation** – please show names of all personnel travelling, followed by the partner short name in brackets, *e.g. Norman Rodger (UEDIN)*
- **Amount** - self explanatory
- **Amount in euros** - self explanatory

Other Specific Costs

Eligible costs

Only those costs already shown in the DoW will be accepted as eligible unless prior permission is sought from the Commission. Requests to change budget headings should be channelled to the Commission via the Project Coordinator. If the Commission do not make any comment on the request within one month of receiving it from the Coordinator, the approval of the Commission shall be deemed to be given.

Eligible costs not requiring specific approval by the Commission include:

- costs for the organisation of workshops and conferences
- web site hosting
- web site design
- printing
- translation
- the acquisition of software licenses
- the cost of certification of financial statements
- the direct costs incurred in the setting-up of financial guarantees requested by the Commission

Other costs belonging to this category will only be eligible subject to written approval by the Commission.

Non-eligible costs are in particular the following:

- costs related to capital items
- provisions for possible future losses or charges
- interest owed
- losses as a result of exchange rates
- provisions for doubtful debts
- resources made available to a partner free of charge
- value of contributions in kind
- any unnecessary or ill-considered expenses
- marketing, sales and distribution costs for products and services
- indirect taxes and duties, including VAT (unless the partner can show that he is unable to recover it)*
- entertainment or hospitality expenses, except such reasonable expenses accepted by the Commission as being absolutely necessary for carrying out the project
- any cost incurred or reimbursed, in particular in respect of another Community, international or national project

*Note: Each partner must seek advice from their local financial team to check if VAT can be reclaimed by their institution from their nations' governing bodies. If it is not the case, then the partner should have a formal letter issued by a financial officer to the European Commission (via the Project Coordinator, UEDIN). This will allow VAT to be paid for by community contribution – where that part of the expenditure has been agreed to be paid for by the community. The European Commission will not pay any VAT costs unless this is carried out.

Changes to the budget

Partners may transfer between themselves the budget set out in the estimated breakdown of costs in Annex I within the limit of 20% of the budget of the recipient. The Project Coordinator has to inform the Commission of such transfers in writing, following notification from partners. Transfers of a higher amount require an amendment to the agreement.

Requests to move amounts between headings within internal budgets should made in writing to the Commission, via the Project Coordinator. This may be no more than 20% of the overall budget for the Partner.

Indirect costs (Article II.15)

Partners may charge overheads calculated on a flat rate basis amounting to up to 30% of the personnel costs. A partner may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: -

- general management and administration costs
- depreciation of buildings and equipment
- rent
- insurance (including for building, equipment, liability)
- heating, water, electricity,
- office furniture
- personal computers
- office supplies including printer ink and stationery
- telecommunications and postal charges

Project Accounts

Each partner must maintain accurate accounts for the project, along with appropriate documentation to support and justify all costs and time reported in the financial statements. These accounts should be kept for at least 5 years after the agreement completion date.

Financial Forms

Completing the E.C. Financial Statement Forms

The E.C. Financial Statement Forms have been set up in a way that allows for semi-automatic processing. Changing the structure of the forms should be avoided. All forms are locked by default to prevent them from being changed outside the green fields and green areas. *Please do not try to unlock and alter the forms.* They are designed for use in MS Excel 2003 (or later).

Every partner has to complete an individual copy of the Financial Statement Form, listing their own costs only. There are two different Financial Statement Forms, one for the coordinator and another for partners other than the Coordinator. Please ensure that you use the correct one see Appendix 1.

Please note that each partner has to record costs **from all periods** in the same Financial Statement Form. This also applies to the interim statements

It is essential that partners declare start and end date of each period, as well as currency and the respective conversion rate. All amounts will be automatically transferred to EUR taking the appropriate period into consideration. The period in which a specific cost was incurred has to be indicated in the first column "period" (1-4). *N.B. Currency issues will only apply to UEDIN and HML.*

In case the forms do not provide sufficient room for recording all costs, please contact the Project Coordinator who will then contact the Project Officer to request that Financial Statement Forms with additional space will be sent to you.

Financial Forms – Checklist

1. Financial Statement Form (one for each partner)

- Is the reporting period correct?
- Have you included the Grant Number? – **ECP 2008 DILI 538013 MIMO**
- Have you selected the correct project type? – Targeted Project
- Have you shown all contributions to the project?
- Have you shown any interest gained on the pre-financing?
  Is the exchange rate correct? *(UEDIN & HML only)*

  (UEDIN & HML only)

  The financial reporting must be done in partners' accounting currency and converted to Euros, using the official EC exchange rate of the month after the last month of the reporting period – this can be found at http://ec.europa.eu/budget/inforeuro/index.cfm

  Please note that the rate may have varied from the submission of any interim report to the annual or final financial report. If so, figures submitted for the interim reporting period will have to be recalculated at the later rate.

- Is the date of signature after the end of the reporting period?

- Does the name of the person in charge for the project appear and has he/she signed?

- Does the name of the financial officer appear and has he/she signed?

- Is the financial officer the same person as the person in charge of the work?
  YES? Submit a letter confirming that s/he is entitled to play both roles

2. Cost Details Form (one for each partner)

Personnel Costs

- Do the hourly wage rates correspond to those declared during negotiations?
  If not, then evidence is required to show that the rate has changed, e.g. confirmation from the finance office of a salary increase.

  Note: Partners must inform UEDIN of any changes to agreed hourly wage rates. Changes will have impact on overall budgets.

- Does the total number of hours correspond to those declared in the Progress Report?

Indirect Costs

- As this project is a Targeted Project, is the rate applied up to 30% of the personnel costs charged?

Other Specific Costs

- Are the costs charged indicated in the DoW?

- If not, did you get prior approval from the Commission?

- Is it evident that they were necessary for the project?

Travel and Subsistence

- Were the trips made within the Reporting Period?
- Did you have prior approval for travel outside the member or associated States?
- Does the name of the person and her/his organisation appear?
- Does the person appear in the Personnel Cost Table?
  NO? Submit a note clarifying his/her role in the project

Meetings and Communication

Project Steering Group Meetings

As outlined in the Description of Work, there will be five Project Steering Group Meetings (to be chaired by UEDIN) as well as the Kick-Off Meeting, plus the Mid Project Review and Final Review which involve also all partners. **It is expected that all partners attend Project Steering Group meetings.**

Meeting Schedule

Dates shown below as agreed at PSG Meeting 1.

Meeting	Project month	Date	Location
Kick-off Meeting	0	5 & 6 September 2009	UEDIN (hosting in Florence)
Project Steering Group 1	1	29 October 2009	GNM
Project Steering Group 2	6	31 March 2010	MIM-BE
Project Steering Group 3	9	24 June 2010	SPK
Mid Project Review	13	28 October 2010	SMS-MM
Project Steering Group 4	16	13 January 2011	RMCA
Project Steering Group 5	20	12 May 2011	AF
Final Review	23	27 – 28 July 2011	UEDIN

General Organisation

For each of the above, it will be the host’s responsibility to: -

- Arrange a suitable accessible venue for the meeting, which should include provision of internet access (ideally wi-fi) with, where necessary, guest log-ins set up in advance. A beamer/projector and flipchart should be available and access to printing facilities should also be provided.

- Print out all meeting papers in advance of the meeting. These will be sent to the host by UEDIN, as Project Coordinator, no later than two weeks before the date of the meeting.

- Recommend suitable hotel accommodation.

- Arrange catering for the event, coffee etc. during the meeting, plus one buffet lunch and one evening meal.

- Provide directions and local travel information.

- Additionally, as outlined in the DoW, any partner hosting a PSG needs to arrange some form of promotional event for the project to coincide with the meeting (for example, a press conference, a talk, an exhibition of instruments open to the public, etc.) Full details of such activity should be reported to WP6.

All of the above should be undertaken through liaison with the Project Coordinator but the host should be the point of contact for any queries regarding local information, i.e. hotels, directions etc.

All travel and subsistence costs other than the meals provided by the host should be paid from each participant’s Travel and Subsistence budget. These should be in line with partner organisations’ standard practice and EC guidelines.

Papers and Reports

- The Project Coordinator will circulate a draft agenda for each meeting 4 weeks in advance of the date for comment. Comments and any agenda items to be added should be received 3 weeks prior to the meeting, allowing 2 weeks for amendments and recirculation.

- The final agenda and meeting papers will be issued to attendees 2 weeks prior to the meeting – unless papers are to be tabled (this should be noted on the agenda).

- Agenda items should be numbered 1, 2, 3, 4, etc.

- Papers should be numbered i, ii, iii, iv, v, vi, etc., and details of whether they have been issued or will be tabled should be noted in square brackets, e.g. [paper i - tabled]; [paper ii - issued]. Papers should only be tabled in exceptional circumstances.

- All documents should make use of headers and footers to ensure that partners are working with the correct version, as it is likely that reports will go through various drafts. These should take the form of: -

  Header - File name
  Footer - Author, Page Number (e.g. Page 1 of 34) and Date

  as used in this document. This should also allow you to find documents quickly and easily.

- Longer meetings should be given approximate time allocations, e.g. as shown overleaf. The timings should be adhered to by the chair.

- Details of any presentation should be given, with the name, title, WP number (if appropriate) and participant short name of the presenting organisation.

- Agendas should contain the items “Any other business” and “Date of next meeting,” if appropriate.

- Minutes from meetings should be sent to participants in draft no later than 2 weeks after the meeting for comment. Amendments to minutes should be made within a further 1 week, for the final copy of the minutes to be posted on the project internal website no later than 3 weeks after the meeting took place (technical meetings may require notes to be loaded sooner).

- All actions agreed at meetings must be noted in the meeting minutes, with the person(s) responsible for carrying out the work clearly indicated. Action logs are a recommended method of recording actions – see Appendix 5. Technical meetings may only require an action log.

- Copies of all agendas, papers and minutes must be saved to the project internal website and all partners should be notified by email when this occurs. The papers must be acceptable for viewing by the European Commission and Europeana.

MIMO
musical instrument museums online

Kick-Off Meeting
Saturday 5 September 2009
Museum Room n.4 (first floor), Galleria dell'Accademia,
Via Ricasoli n. 58, Florence [Map Ref. A]

Agenda *(example)*

1. **Partners arrive** at the Galleria
   (09:30-10:00)

2. Welcome and update on grant agreement – John Scally (UEDIN)
   (10:00-10:20)

3. Project finances: reporting, guidelines etc. – Norman Rodger, Laura Macpherson (WP4, UEDIN)
   (10:20-11:00)

   Break
   (11:00-11:30)

4. Reporting procedures – Norman Rodger, Laura Macpherson
   (11:30-12:15)

5. Grant agreement and Description of Work – Norman Rodger
   (12:15-13:00)

   Lunch at Robiglio, via dei Servi 115r
   (13:15-14:30) [Map Ref. B]

6. Questions
   (14:30-14:45)

7. Meetings and communication (including publicity) – Norman Rodger
   (14:45-15:30)

8. Any Other Business
   (15:30-16:00)

9. Date of Next Meeting

   Close
   (16:00)

Work Package Meetings

- Work Package meetings should be arranged by WP leaders in conjunction with whoever is hosting the event, should this be taking place at a location other than their own institution.

- All of the above guidelines apply with the exception of the provision of meals. In the case of WP meetings, only coffees/drinks during the meeting need be covered in the meeting costs, all other travel and subsistence costs should be paid from each participant's Travel and Subsistence budget.

- All communication between the WP leader and the meeting host regarding the set up of WP meetings should be copied to the UEDIN Project Manager and Project Administrator.

- Additionally, WP leaders should be responsible for recording meetings and ensuring that all reports are posted on the project website within 1 week of the meeting date. It is the WP leader's responsibility to ensure that work is delegated and followed up throughout the partnership.

Meeting Schedule

Meeting	Project month	Date	Participants	Location
Project Steering Group 1 and WP1 + WP2 *(Mapping of databases models to Dublin Core)*	1	13 & 14 October, 2009	(all participants, except HML & UF)	GNM
WP2 (Main subject: Data Model Choice)	3	December 2009	(all participants)	CM
WP2 *(OAI repository development in each Museum)*	6	30 March 2010	(all participants)	MIM-BE
WP3 meeting to finalise work on French/English multilingual dictionaries for testing and promulgation, and to prepare for work on German, Italian, Dutch and Swedish multilingual dictionaries.	7	28 April 2010	WP3	UEDIN
WP2 *(Harvesting begins)*	9	23 June 2010	(all participants)	SPK
WP1	12	12 Oct 2010	(all participants, except HML & UF)	GNM
WP2 *(Harvesting)*	13	13 Oct 2010	(all participants)	SMS-MM
WP2 *(Europeana begins to harvest our data)*	16	12 January 2011	(all participants)	RMCA
WP3 Meeting to finalise work on dictionary in all six languages with synonyms, prior to testing and promulgation, also to	17	February 2011	WP3	HML

Meeting	Project month	Date	Participants	Location
prepare work on final tasks of WP3				
WP1	23	26 July 2011	(all participants)	UEDIN

Email Conventions

Due to the amount of email traffic that is expected throughout the duration of the project, the following guidelines should be followed in all correspondence:

- The Subject heading must contain MIMO, the relevant work package number and a brief description of the content of the Message Body and intended recipients, for example:

  MIMO WP4 – Submission of Annual Financial Report – all partners

- A realistic deadline for the expected response should be specified in the Message Body.

- All emails must be read upon receipt, with recognition of specified deadline for response.

- In general, emails should only be addressed to the relevant staff member(s) within an institution, and only delivered to relevant institutions. The MIMO Contact List (on the internal website) can inform partners of the correct contacts. This list should be updated by partner institutions. All partners should be informed of any changes to the contacts list.

- Mailing lists have been set up for each Work Package - mimo-wp1@lists.ed.ac.uk / mimo-wp2@lists.ed.ac.uk etc. As files cannot be attached to emails sent to these lists, documents should be loaded to the internal website and partners notified of the file name and location.

- Contact using the full mailing list may only occur when the Subject Body of the email is of relevance to all staff members working on the MIMO Project – for example, to arrange the final project meeting in 2011.

- Any references to a museum must be made using the Participant Shortname, for example:

  HML (Horniman Museum London)
  RMCA (Africamuseum, Tervuren)

- An Out of Office Auto Reply must be used, whenever you are absent from your usual workplace for more than one working day. The Auto Reply must contain contact details for alternative MIMO representatives at your institution. Norman Rodger may also be named as Project Manager for urgent queries that relate to the overall Project.

It is hoped that compliance with this template will allow easy tracking of correspondence and to maintain simple file management.

Skype Meetings

While email will be the main method of communication within the project, we should also make use of Skype technology, where face-to-face contact is required but time and budgets do not permit a physical meeting.

Here are some quick tips for better Skype conversations:

- **Test the set up and meeting environment** before the meeting – can each party see and hear each other? Is the sound audible and clear? Is the picture clear? Pick a location with as little background noise as possible. If meeting one to one, it may be worth investing in a headset, these are now fairly cheap and the call quality does improve.

- **Add contacts as your first job** - Rather than waiting till the last minute it is best to swap and add contact information before. Also share landline or mobile numbers in case the Skype connection fails. It does happen - bad lines, connection drops, service downtime, etc. - so best to be prepared. – see the MIMO Contacts List, Appendix 6.

- **Arrange a suitable time** – Consider work schedules and time zones. UEDIN and HML are one hour behind all other partners.

- **Be there before and after** – Do not go online just at the time when the meeting is scheduled to start and stay a while afterwards. There have be occasions where someone has to reschedule and has sent a last minute email advising of the change, or has to make contact just after a meeting correct some erroneous comment.

- **Decide on a duration** – It is usually good to know the end time. You can go over but it means all parties are focused on making best use of the time allotted and means you do not make things drag on uncomfortably.

- **Do your research** – You might have arranged the call to be open ended but there is almost always some basic information you can gather before hand. Do not waste time during the meeting trying to find information you could have known already. Have key documents to hand.

- **Create a scope** – Decide what the meeting is about and not about.

- **Listen** to whoever is speaking and avoid butting in, especially if the meeting is audio only.

- **Speak one person at a time** – where there are more than two people involved it is important to avoid background conversations as these will pick up on a microphone and make it difficult for others to hear.

- **Turn off email and other distractions** – If the other person hears or sees you tapping at a keyboard they know you are not giving 100% to the call.

- **Decide actions** – If there is to be any use to the meeting then you either need to share information or get something done. Create actions including who, what, where, when, how.

- **Make notes** – Do not rely on your memory. Inevitably you will be distracted or delayed and forget. Calls can also be recorded (although prior permission of meeting participants should be sought before doing so). Either way, know exactly what was said and what you need to do.

- **Follow up** – You do not have to share detailed notes but if you agree on something it is always good to send an email and get the other party to confirm. It's very easy for everyone to go away happily ignorant that there were differing ideas of what was said until it is too late.

The above points are adapted from "**Tips For Better Skype Meetings" by Chris Garrett,**
http://www.chrisg.com/tips-for-better-skype-meetings/

Project Website

The project website is being developed and managed by SPK, lead organisation for WP6. The website www.mimo-project.eu has two sections, one public and one for internal project use.

Guidelines for the use of the webpages are available online, and will be updated throughout the project.

Communication Utilities

The following items will be available on the internal project website:

- The MIMO Project, European Commission and Europeana logos
- A template for PowerPoint presentations on MIMO
- Master publicity files – PDF and PSD versions
- Selected images
- Project report forms
- Contact details of all MIMO personnel
- Guidelines on acknowledgement of EC funding

Items not currently available online, are available on request from Norman Rodger at UEDIN.

Arial is the standard font that should be used in all correspondence and publicity material. This is to comply with accessibility regulations and match the MIMO logo.

Publicity

As outlined in the Grant Agreement, Article II.11 any communication or publication by the partner about the project, including at a conference or seminar, must mention that the project has received funding from the Community, and specifically that it has come from the eContentPlus programme.

Where use of the European emblem, or any similar trade mark or logo, is envisaged, prior approval shall be required from the Commission. Standards, in particular with regard to graphics, in force within the Commission must be complied with.

Any communication or publication by the partner, in any form or medium, including the Internet, must state that the author is solely responsible for it, that it does not represent the opinion of the Community and that the Community is not responsible for any use that might be made of information contained therein.

Guidelines on acknowledgement of EC funding are attached as Appendix 8.

Given the limited budget available for publicity – 6,500€ - we will be restricted by the number of leaflets and other promotional material that we can produce during the project. For this reason, we have produced one multilingual leaflet at the start of the project which outlines our aims and objectives but also directs readers to the project website. The latter will be the principle promotional tool of the project and will provide a source of updated news on developments. Each partner will receive 1000 leaflets at the start of the project.

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Appendix 1 – Financial Statement Form

Financial Statement

From: | To:
Project Acronym: | Project type:
Grant Agreement No:
Name of beneficiary: | Short name:

Percentage of Community contribution[2]:

Eligible costs		Amount currency[1]	Amount euro
Direct costs	Personnel	0.00	0.00
	Subcontracting	0.00	0.00
	Travel and subsistence expenses	0.00	0.00
	Other specific costs	0.00	0.00
Indirect costs	Overheads	0.00	0.00
Total		0.00	0.00

Financing		Amount currency[1]	Amount euro
Other contributions	Direct revenue/receipts from the project for:		
	- period No. 1		
	- period No. 2		
	- period No. 3		
	- period No. 4		
	Contribution by other organisations for:		
	- period No. 1		
	- period No. 2		
	- period No. 3		
	- period No. 4		
Community contribution	Interest yielded by pre-financing for:		
	- period No. 1		
	- period No. 2		
	- period No. 3		
	- period No. 4		
	Community contribution		0.00

We certify that the above declared costs are in line with the provisions of the grant agreement

Date: | Date:

Name of the person in charge of the work[3]: | Name of duly authorised financial officer[3]:

Signature of the person in charge of the work: | Signature of duly authorised financial officer:

1. The financial statement must be drawn up in the beneficiary's accounting currency and converted into euro (Article II.3.2). See http://ec.europa.eu/budget/inforeuro/index.cfm
2. Insert percentage of the Community financial contribution (Article 8).
3. The person in charge of the work (Article II.2.2.a) and the duly authorised financial officer of the beneficiary must sign the statement.

5_Financial_Statement_v2_beneficiary.xls 1/1

Cost details (currency used in the beneficiary's accounts)

From: To:

Project Acronym: Project Type:

Grant Agreement No:

Name of beneficiary: Short name:

CURRENCY USED IN BENEFICIARY'S ACCOUNTS (Art. II.3.2)

Period	Start Date	Period End Date	Currency	Conversion rate[2]:
1				
2				
3				
4				

PERSONNEL (Art II.14.1)

Period	Name	Staff Category[1]	Number person hours	Hourly wage rate	Amount	Amount in euro
			A	B	Col. A x B	Amount/conversion rate
		Total	0	Total	0.00	0.00

INDIRECT COSTS (Art II.15)

Overhead percentage		0.00	0.00

SUBCONTRACTING (Art II.14.2 and Art II.5)

Period	Subcontractors	Description of the task	Amount	Amount in euro
		Total	0.00	0.00

OTHER SPECIFIC COSTS (Art II.14.4)

Period	Description	Amount	Amount in euro
	Total	0.00	0.00

1. Staff Categories should correspond to those agreed during negotiations
2. The finiancial statement must be drawn up in the beneficiary's accounting currency and converted into euro (Article II.3.2). See http://ec.europa.eu/budget/inforeuro/index.cfm

5_Financial_Statement_v2_beneficiary.xls 1/2

Cost details (currency used in the beneficiary's accounts)

From:		To:	
Project Acronym:		Project Type:	
Grant Agreement No:			
Name of beneficiary:		Short name:	

TRAVEL AND SUBSISTENCE (Art II.14.3)

Period	Reason for journey	Destination (city, country)	Travel period (DD/MM/YY-DD/MM/YY)	Name/Organisation	Amount	Amount in euro
				Total	0.00	0.00

5_Financial_Statement_v2_beneficiary.xls 2/2

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Appendix 2 – Interim Financial Report v.2

Interim Financial Report for Partners			Shortname:	
From:			To:	
Eligible Costs (details)				**Amount (Euros)**
Direct Costs	**Personnel**			
	Name & Job Title	No. hours worked	Hourly rate	
	TOTAL			0
	Indirect Costs	Overheads (30% of Personnel Costs, if applicable).		0
	Subcontracting			
	Subcontractor Name	Description of Task		
	TOTAL			0
	Travel & subsistence			
	Name of Attendee	Event Name & Location	Type of Cost	

TOTAL	0
Other specific costs - provide details	
TOTAL	0
TOTAL	0

We certify that the above declared costs are in line with the provisions of the grant agreement and guidelines issued by the Project Coordinator (The University of Edinburgh).

Date:

Name of the person in charge of the work:

Issued by The University of Edinburgh on behalf of the MIMO Project, 2009. Updated March 2010.

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Appendix 3 – Staff Timesheet

Staff Timesheet **Partner Shortname:**

From: To:

Employee Name:

Hourly Rate (Euro):

Date	*WP*	*Task*	*Hours*	*Cost*
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
		TOTAL:	**0**	**0**

Please use a new sheet for hours when above grid is full.

We certify that the above hours have been spent on the named tasks in line with the provisions of the MIMO project grant agreement and guidelines issued by the Project Coordinator (the University of Edinburgh).

Name of the person in charge of the work: Date: :

Signature of the person in charge of the work: :

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Appendix 4 - Justification for Conference / Event Attendance Form

Delegate Name		
Participant short name		
Conference / Event Title		
Dates		
Cost of attendance	€	
Justification for attendance (including information on how MIMO will be promoted, including number of leaflets issued, audience numbers, etc; whether the delegate usually attends; any other relevant details.)	[ ] **Leaflets** [ ] **Presentation** [ ] **Poster Session** [ ] **Participation in group work session** [ ] **Other** **Details:**	
Travel expenditure (including details on all travel costs – i.e. bus, rail, air, taxi, mileage, etc.)		€
Accommodation expenditure (including accommodation details, price per room per night)		€
Subsistence expenditure (itemise meals and costs)		€
	Total expenditure	**€**

Appendix 5 – Example Minutes and Action Log

Kick-Off Meeting
Saturday 5th – Sunday 6th September 2009
Galleria dell'Accademia,

Minutes *(Example)*

Day 1: Saturday 5th September, 10:00–16:00

- **Welcome and update on grant agreement – John Scally (UEDIN)**

In eu mi est, non imperdiet felis. Sed semper sapien ac nulla luctus eleifend. Praesent dictum tempus neque a pretium. Ut massa nulla, malesuada eu semper non, auctor sit amet orci. Praesent a enim et magna pulvinar hendrerit eu vitae ante. Donec hendrerit quam sed erat aliquet dictum. Nam aliquet, odio et lacinia imperdiet, nisi purus dictum magna, in congue arcu ligula vel urna. Proin ac purus odio. Nullam et purus lacus, a sagittis velit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

- **Project finances: reporting, guidelines etc. – Norman Rodger, Laura Macpherson (WP4, UEDIN)**

Vestibulum erat sapien, iaculis ac dignissim et, aliquet at leo. Integer gravida semper dolor, in mattis leo varius sed. Vivamus tincidunt sollicitudin hendrerit. Praesent tincidunt ornare lacus, et auctor justo dictum in. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam lacinia euismod nibh et pretium. Etiam bibendum imperdiet rutrum. Sed felis tellus, vulputate quis ultricies in, interdum quis libero. Vestibulum rutrum orci sed enim viverra tincidunt. Nunc laoreet metus at lacus tincidunt et ultricies eros pellentesque. Nullam a metus sed sapien semper commodo nec vitae sem. Etiam ante magna, suscipit a varius quis, ultrices at nibh.

Action All: Aliquam lacinia euismod nibh et pretium

- **Reporting procedures – Norman Rodger, Laura Macpherson**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras ante ante, semper non pharetra eu, porta nec sem. Nulla eget metus felis. Sed congue convallis velit in ultricies. Nunc sodales hendrerit eleifend. Nullam vehicula tempus enim id euismod. Sed vitae tellus in nisi fermentum egestas fringilla at mauris. Fusce volutpat rhoncus mollis. Fusce dapibus erat nec neque cursus pulvinar. Pellentesque interdum orci id dolor dictum laoreet. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

- **Grant agreement and Description of Work – Norman Rodger**

Cras consequat quam a velit elementum porta. Integer mollis nisi nec metus vestibulum vitae pulvinar magna dignissim. Nulla consectetur tempor est, pulvinar consequat urna varius nec.

Integer leo ante, blandit at varius quis, mollis sed neque. Nunc semper felis eget nisi tempus a posuere erat accumsan. Aliquam nec elit lectus. Etiam eu orci leo, eget aliquet lorem. Mauris id sodales urna. Proin rhoncus ante aliquet justo ultricies posuere. Maecenas dolor tortor, dictum vel condimentum ac, accumsan vitae tellus.

Action NR: Nunc semper felis eget nisi tempus a posuere erat accumsan. Aliquam nec elit lectus.

Action All: Etiam eu orci leo, eget aliquet lorem. Mauris id sodales urna. Proin rhoncus ante aliquet justo ultricies posuere.

Questions

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudium lectorum. Mirum est notare quam littera gothica, quam nunc putamus parum claram, anteposuerit litterarum formas humanitatis per seacula quarta decima et quinta decima. Eodem modo typi, qui nunc nobis videntur parum clari, fiant sollemnes in futurum.

Meetings and communication (including publicity) – Norman Rodger

Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum.

Action All: Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assume by 3rd October 2009.

Digitisation - Frank Bär (WP1, GNM)

Risus duis a elit dui. Ac ut veniam sit vestibulum. Nec ultrices lobortis est ac lacus massa, eu nunc est parturient suscipit. Rutrum dui ante nascetur sapien, urna semper nec nostra tellus at egestas, nec purus laoreet integer metus. Elit ultricies cubilia, nunc nec a et, etiam at ut, congue aliquam. Imperdiet sit habitasse pulvinar ipsum sint urna, elit aliquam, at platea vel sed purus tortor. Integer a ac in aliquam nibh, varius in eu tristique aliquam fusce. Placerat praesent luctus, quis enim mattis lectus pretium nisl justo, donec in sem vivamus maecenas. Pede ac nulla, ante est lectus at sed pharetra, nullam in ultrices sed. Faucibus accumsan diam fringilla venenatis, in nonummy ipsum, nunc augue non fusce in suspendisse lobortis. Est vestibulum pede mus etiam. Egestas in vivamus risus ipsum ac, vitae sed elementum anim.

Action All: Elit ultricies cubilia, nunc nec a et, etiam at ut, congue aliquam.

Action All: Integer a ac in aliquam nibh, varius in eu tristique aliquam fusce.

Action Log

Item	Comments	Action	Deadline
Project finances		All: Aliquam lacinia euismod nibh et pretium	12th December 2009.
Grant agreement and Description of Work		NR: Nunc semper felis eget nisi tempus a posuere erat accumsan. Aliquam nec elit lectus.	
		All: Etiam eu orci leo, eget aliquet lorem. Mauris id sodales urna. Proin rhoncus ante aliquet justo ultricies posuere.	
Meetings and communication		All: Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assume	3rd October 2009.
Digitisation		All: Elit ultricies cubilia, nunc nec a et, etiam at ut, congue aliquam.	
		All: Integer a ac in aliquam nibh, varius in eu tristique aliquam fusce.	

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Appendix 6 – Contacts List v.1

This section removed as it contained personal information.

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Appendix 7 – Biographies

This section removed as it contained personal information.

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Appendix 8 – Acknowledgement of EU funding

EUROPEAN COMMISSION
Information Society and Media Directorate-General

Content
E6 eContent & Safer Internet

Acknowledgement of EU funding

Project coordinators and contractors are reminded that there is a contractual obligation to acknowledge the EU funding they receive in all their promotional material including websites.
This advice is provisional, pending instructions for all programmes managed by the Directorate:

1. Logo

They should use the EU flag followed by the text "co-funded by the European Union".

co-funded by the European Union

2. Implementation on websites

- On websites, the EU logo should be visible on the home page without scrolling.
- If associated with other logos, the EU logo should have a prominent place
- The EU logo and the sentence "co-funded by the European Union" should link to the programme home page eContent*plus*

The provided ZIP package contains all necessary elements and information for the correct implementation on the website:

- *acknowledge_EC_funding.htm*
  Shows how the acknowledgment implementation should look like.
- *acknowledge_EC_funding_HTML_code.txt*
  HTML code for integration in your project website.
- *euro_flag.gif*
  European flag image in gif format to be used with the HTML implementation.
- *euro_flag.png*
  European flag in high resolution png format for printing.

You can find further information on graphical specifications for the use of the European flag at the following address:
http://europa.eu/abc/symbols/emblem/graphics1_en.htm

3. Promotion printed material and events

The logo and sentence should also be included in leaflets, brochures, public deliverables, stands, PPT, briefing material, press material, audiovisual material in a prominent place.

- The logo should be **on the cover page**, and reference to the specific programme should be made in the publication 2nd cover page:
  "The project is co-funded by the European Union, through the eContent*plus* programme" plus the short URL of the programme http://ec.europa.eu/econtentplus.
- High resolution images for promotional printed material are also available at:
  http://europa.eu/abc/symbols/emblem/download_en.htm