

Second monitoring visit to the project LIFE18 ENV IT 000201 – LIFE E-Via

11/05/2021 and 12/05/2021

Web-meeting

The visit will be carried out remotely; I kindly ask you to organise it with an adequate web-conference system.

Agenda 11/05/2021

- 14:00 – 17:00 Financial session and collection of supporting documentation.

Agenda 12/05/2021

- 09:00 – 09:30 Overview of the implementation of the project and timeline of each action outlining any delays.
- 09:30 -11:00 Presentation of the project activities action by action.
- 11:00 – 11:30 Presentation of specific dissemination and networking activities.
- 11:30 – 12:00 Environmental benefits and policy implications.
- 12:00 – 12:30 Check of the issues raised in the EASME feedback letter.
- 12:30 – 13:00 Presentation through videos, pictures or any supporting material of the implementation carried out in Nantes or any other outstanding results which can be presented at the monitoring visit.

Technical session:

You can organize the action-by-action presentation as you wish, but I kindly ask you to respect the overall timing of the session.

-Check of the expected deliverables and milestones. Possible problems, delays, authorisation issues.

-Check of the dissemination materials, networking activities and website; present a statistic of the website and other social media if available.

Check of the environmental targets, policy implications (at national and international level) and possible involvement of policy makers.

Check of the replicability potential of the project and its future continuation.

Brief analysis on the future actions.

Check of the issues raised in the previous Easme feedback letter.

Documentation to be collected at the monitoring visit (please refer also to the annex of the EASME letter Ref. Ares (2021) 1435497 of 23/02/2021).

- 1) Document with the list of the participant to the visit divided per beneficiary with name and role.

Example:

Coordinating Beneficiary Comune di Firenze: Arnaldo Melloni (Project Manager)

- 2) A written document with the answers to the EASME letter (only one document together with the answer to the financial issues).

- 3) Expected deliverables to date (if available):

-Action A.2 update of the deliverables connected with this action (requested in the feedback letter to the Mid-term report)

-Action B.1 report

-Action B.3 Tender specification definition

Financial and administrative session:

Verification of the submission of the supporting documentation from the associated beneficiaries to the Coordinating Beneficiary. All documents must be available at the Coordinating Beneficiary premises. Check of the repository set up by the Coordinating Beneficiary.

Check of the timesheets of all the associated beneficiaries: check if all the timesheets have been properly compiled, timely signed by the personnel, and countersigned by the supervisor.

Check if the hours reported in the financial form have been corrected.

Check if the accounting system of each beneficiary has not changed.

Check whether the travel internal rules of each beneficiary have not changed.

Check whether the durable goods purchased in the framework of the project have been tagged with the LIFE logo.

Sampling of the invoices and proof of payment: check if the project code is available in the invoices and if a selection procedure for the subcontractors has been carried out.

Documentation to be collected and submitted in advance to the monitoring visit (please refer to the annex of the EASME letter Ref. Ares (2021) 1435497 of 23/02/2021.

- 1) Written document with the answers to the EASME letter (only one document together with the answers to the technical issues).
 - 2) Updated consolidated financial statement (corrected with the recommendation included in the feedback letter to the Mid-term report).
 - 3) Updated Individual financial statements of each beneficiary (corrected with the recommendation included in the feedback letter to the Mid-term report).
 - 4) Supporting documentation for the personnel requested in the feedback letter to the Mid-term report for the following personnel:
 - Comune di Firenze Mirko Leonardi (year 2019), Arnaldo Melloni (year 2020).
 - AB CRD: Carsten Hoever (year 2020)
 - AB iPool: Francesco Bianco (year 2020).
 - AB UNI EIFFEL Marie-Agnès Pallas (year 2020)
 - AB UNIRC: Praticò Filippo Giammaria (year 2020),
 - AB Vienrose: Raffaella Bellomini (year 2020).
- a) A detailed calculation of the annual personnel costs detailing the salary elements included in the annual gross salary and social/pension charges,
 - b) For salary elements beyond the basic salary, justification of each element and the regulatory and/or contractual reference,
 - c) Employment contract, including assignment letters where required by the General Conditions for civil servants,
 - d) Documentation for the annual gross salary in the form of salary slips (if the salary slip contains accumulated yearly amount, the December salary slip is sufficient) or authentic extract from the payroll register,
 - e) Copy of the timesheets or time registration records, including calculation and documentation for the annual productive hours.

Please, if possible, prepare an archive structured with a single folder per beneficiary. Each folder should contain all the documentation requested.

Samples of the three higher invoices across all cost categories (excluded travel and personnel) and selection procedures.

In addition to the three higher invoices I will also collect and check at least one invoice per beneficiary.