

**Project Database Project Steering Group
First Meeting
Warsaw, Poland
27 March 2007**

Reference	DPSG 1/6/Info 1
Title	Project Reporting to the PHEA
Submitted by	Secretariat
Summary / Note	The document serves as a reminder for project partners when carrying out work for the project.
Requested action	for information

The European Commission has set rules for project reporting, including the financial reporting. As the NDPHS project is co-financed by the NDPHS Partners, **the project will have to provide evidence for the contributions made**. This relates to the contributions in-cash, as well as the in-kind contributions.

Amongst other project reporting duties, the following three duties are important and need to be followed by the persons, which are identified in the personnel declared in item E1 of Annex II to the Grant Agreement.

1. STAFF pertaining to public Officials (Item E.1a)

Project Partners are kindly reminded that **time sheets** have to be used during the project duration to track the activity of each staff member. A timesheet template is attached as Annex 1.

2. Travel & Subsistence (Item E.2)

Only the persons, identified in the personnel declared in item E1 are entitled to claim travel and subsistence allowance as an NDPHS Partner contribution to the project. It is evident, that the travel and subsistence must be related to the trips.

3. Half year interim reporting

The project has to ensure that all reports are delivered in a timely manner and that the delivery is in accordance with the work plan. The Project Manager has the overall responsibility to ensure that the reports are delivered on time. The Project Manager will, therefore, collect all elements of progress from the respective Working Group leaders beforehand in order to compile the progress report.

NB. The first half-yearly interim report is due for submission in November 2007.

Working Group Leaders are invited to provide the results of their work at least one month before the submission date of each interim report with an outlook of all activities scheduled until the deadline of submission.



This document arises from the project "NDPHS Project Database" which has received funding from the European Union, in the framework of the Public Health Programme

Monthly report

Services provided and an account of the hours worked within the framework of the *NDPHS Project Database* project

Name of the Partner (as identified in item E1 of Annex II to the Grant Agreement):

.....

Services provided during: 2007 until 2007

In accordance with the signed Grant Agreement, the above person contributed the following work to the Project during the above specified period of time:

No.	Tasks carried out	Services provided	No. of hours
1.	Implementation of Project Work Package No. 1		
2.	Implementation of Project Work Package No. 2		
3.	Implementation of Project Work Package No. 3		
4.	Implementation of Project Work Package No. 4		
5.	Implementation of Project Work Package No. 5		
6.	Implementation of Project Work Package No. 6		
7.	Implementation of Project Work Package No. 7		
8.	Development of the monthly report		
9.	Take other actions		
Total number of hours contributed			



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