

**NoDARS Project Steering Group  
Third Meeting  
Stockholm, Sweden  
13-14 April 2016**

<b>Reference</b>	NoDARS PSG 3/3.1/1
<b>Title</b>	Progress in submission of financial information
<b>Submitted by</b>	NDPHS Secretariat (Lead Partner)
<b>Summary / Note</b>	This document specifies which financial information has been submitted by the Project Partners to the NDPHS Secretariat for the reporting period January – March 2016 (as of 8 April 2016) as well as which financial information have to be submitted in the near future.
<b>Requested action</b>	For reference

### 1. Salary documents to be submitted

The current reporting period covers **January to March 2016**. Please make sure that your organization submits complete documentation for ALL months for which it is reporting salary costs.

As requested earlier, when reporting salary costs, please submit:

- Filled-in timesheets for each month concerned;
- Filled-in “Overview and explanations regarding the confirmations of payment” table;
- Bank statements and other documents proving the payments of salaries, as specified in the “Overview and explanations regarding the confirmations of payment” table.

All documents must be submitted electronically and – after approval – by post to the NDPHS Secretariat (P.O. Box 2039, SE-103 11 Stockholm, Sweden). In its email of 3 March, the Secretariat requested to receive these documents as early as possible in April, preferably before the Project Steering Group meeting. This is because the NDPHS Secretariat’s Senior Adviser will be away on leave from mid-May until the end of this year and during the coming weeks the Secretariat will be holding two governing body meetings and an international conference, and it will not be able to dedicate much time to the NoDARS project.

**The current state of submission of salary documents for the above-named period of time is:**

- PHAS, Sweden: **all documents except bank statements received electronically for January – March 2016;**



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- IAC of SSMA, Russia: **no documents submitted;**
- UTU, Finland: **no documents submitted (in addition, please note that we are still expecting to receive originals of bank statements for August and September 2015);**
- PSCUH, Latvia: **all documents received electronically for January and February 2016 (corrections requested), documents for March to be received on 15 April 2016;**
- IOMEH, Poland: **no employment costs to be reported for January and February 2016; timesheet received electronically for March 2016;**
- RKI, Germany: **no employment costs to be reported for January to March 2016.**

## **2. Possible other expenditure: Equipment and supplies & Other costs, services**

The NDPHS Secretariat is not aware of any project expenditure other than salaries, incurred during January – March 2016, which should be reported to it by the Project Partners. Should your organization have such expenditure, please inform us immediately.

We expect that you either had or will soon have expenditure in the following budget items:

- Purchase of laboratory materials, urine samples;
- Purchase of laboratory materials, faecal samples;
- Distribution questionnaires and material for faecal samples;
- Sampling Outpatient units.

As it comes to the reporting of those costs, the NDPHS Secretariat will provide further details during the PSG 3 meeting.

## **3. Travel Claims**

To receive a reimbursement for your travel/hotel costs (if applicable) and per diems for your trip to the current PSG meeting, please submit a claim through the NDPHS Travel Claims System <http://www.ndphs.org/?travelclaims,page,about>. Kindly submit your claim **until 30 April 2016**.



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