

# Administrative tools, procedures + +

## ***CITIES – Consortium Meeting (May 2014)***

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Web: <http://smart-cities-centre.org>

# Context

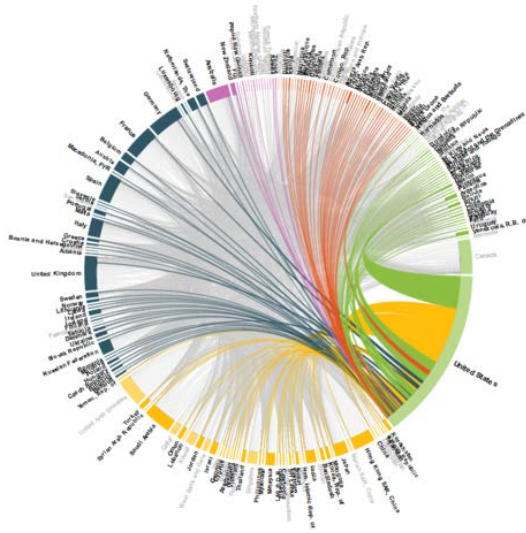
- ✓ Dones (successes)
- How do involve our partners?
- Economical ToDos
- Public communication
- The cooperational workspace
  
- Signing ceremony



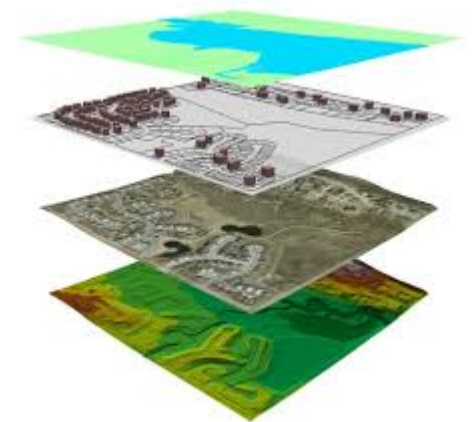
# WHAT DO WE HAVE ALREADY ACCIEVED

- Secretariat (Building 303, Lyngby Campus)
- Complete backoffice
- Physical offices infrastructure
  - Compute, Building 303 Lyngby Campus
  - Management, Risø Campus, Roskilde
- Agreements (98% ready)
- Events in row
- Employments ongoing
  - Next: Starting the work packages!
- Logos (identity)





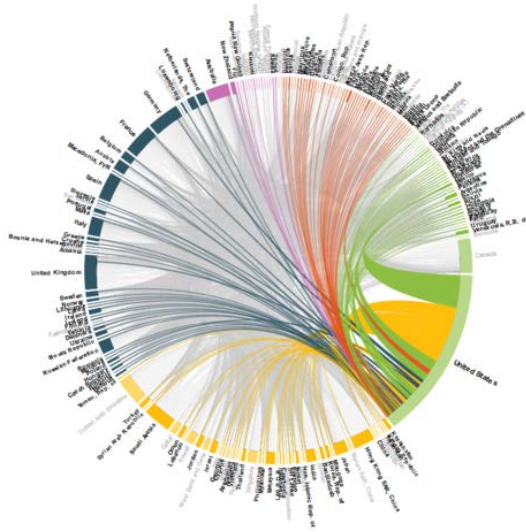
# INVOLVEMENT



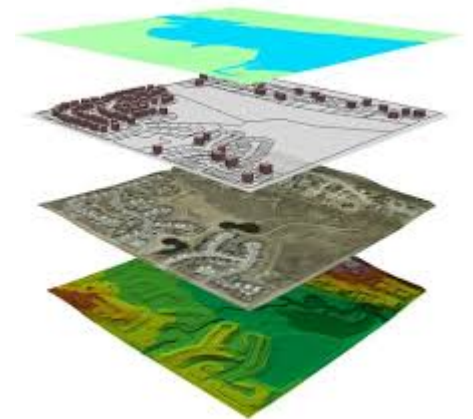
# How do we involve our partners?

- Pragmatisme !
- The real research work is done in the Work Package !!!
- WP's involve you:
  - Each work package manager invites relevant partners
    - Adding the partner to the Google Group of relevans
- BE PROACTIVE - You approach us proactively
  - You choose the WP of relevans
  - Ask the WP manager to invite you to the relevant WP
  - You define the relevant questions of research







# ECONOMY



# How do we handle the economical aspects

- Yearly
  - Annual budget adjustments (together with annual accounts)
  - Annual accounts for partners: Call by January
    - Time sheets (Excel sheet by CITIES)  Show example
    - Account schema (Excel sheet by CITIES)  Show example
    - Invoice (has to match annual account schema, time sheet)
  - Annual accounts for consortium 1. April
  - Annual report for consortium – Similar timing as accounting.

# Basis for the annual account report = Budget sheet for organisation

|  |  |   |                   |                   |                   |                  |           |      |                   |
|--|--|---|-------------------|-------------------|-------------------|------------------|-----------|------|-------------------|
| File number  | 1305-00027B  |   |                   |                   |                   |                  |           |      |                   |
| Project title  | Centre for IT-Intelligent Energy Systems in Cities, CITIES |   |                   |                   |                   |                  |           |      |                   |
| Partner (institution/company name)   |  |   |                   |                   |                   |                  |           |      |                   |
| Country in which the institution/company's activities are based                      | Denmark  | For non-public entities choose SME, LARGE or GTS    |                   |                   |                   |                  |           |      |                   |
| Enter CVR-no. (For foreign entities: Relevant registration no. and type of reg. no.) | 30060946   | Partner type (Choose Partner or Affiliated partner) |                   |                   |                   |                  |           |      |                   |
| All amounts must be stated in DKK  |  |   |                   |                   |                   |                  |           |      |                   |
| Year   | 2014   | 2015  | 2016              | 2017              | 2018              | 2019             | 2020      | 2021 | Total             |
| <b>A: Expenditure budget</b>   |  |   |                   |                   |                   |                  |           |      |                   |
| Scientific/academic salaries   | 7.395.388  | 8.246.388   | 8.688.055         | 8.640.693         | 7.228.695         | 6.435.555        | -         | -    | 46.634.774        |
| Technical/administrative salaries  | 140.000  | 140.000   | 140.000           | 140.000           | 140.000           | 140.000          | -         | -    | 840.000           |
| Equipment expenses in excess of DKK 500,000  | -  | -   | -                 | -                 | -                 | -                | -         | -    | -                 |
| Operating expenses   | 1.270.317  | 1.221.317   | 1.268.817         | 1.163.817         | 1.043.817         | 918.915          | -         | -    | 6.887.001         |
| <b>Total expenditure budget - ex. overheads</b>                                      | <b>8.805.705</b>   | <b>9.607.705</b>                                    | <b>10.096.872</b> | <b>9.944.510</b>  | <b>8.412.512</b>  | <b>7.494.470</b> | -         | -    | <b>54.361.775</b> |
| Overheads  | 2.359.771  | 2.909.371   | 3.155.404         | 3.213.032         | 2.547.033         | 2.179.645        | -         | -    | 16.364.256        |
| <b>Total expenditure budget</b>  | <b>11.165.476</b>  | <b>12.517.076</b>                                   | <b>13.252.276</b> | <b>13.157.542</b> | <b>10.959.545</b> | <b>9.674.115</b> | -         | -    | <b>70.726.031</b> |
| <b>B: DSF grant</b>  |  |   |                   |                   |                   |                  |           |      |                   |
| Scientific/academic salaries   | 4.003.829  | 4.996.829   | 5.451.912         | 5.270.245         | 4.028.246         | 3.367.136        |           |      | 27.118.197        |
| Technical/administrative salaries  | 140.000  | 140.000   | 140.000           | 140.000           | 140.000           | 140.000          |           |      | 840.000           |
| Equipment expenses in excess of DKK 500,000  |  |   |                   |                   |                   |                  |           |      | -                 |
| Operating expenses   | 680.348  | 765.348   | 802.890           | 704.557           | 604.556           | 547.988          |           |      | 4.105.686         |
| <b>Total DSF grant - ex. overheads</b>   | <b>4.824.177</b>   | <b>5.902.177</b>                                    | <b>6.394.802</b>  | <b>6.114.802</b>  | <b>4.772.802</b>  | <b>4.055.124</b> | -         | -    | <b>32.063.883</b> |
| Overheads  | Percentage rate 44,0%                                      | 1.755.087   | 2.230.287         | 2.447.042         | 2.323.842         | 1.734.242        | 1.417.295 |      | 11.907.794        |
| <b>Total DSF grant</b>   |  | <b>6.579.264</b>                                    | <b>8.132.464</b>  | <b>8.841.844</b>  | <b>8.438.644</b>  | <b>6.507.044</b> | -         | -    | <b>43.971.677</b> |
| <b>C: Funding from other sources</b>   |  |   |                   |                   |                   |                  |           |      |                   |



# Basis for the annual account report = Budget sheet for organization + additional columns

|  |  |   |  |
|--|--|---|--|
| File number  | 1305-00027B  |   |  |
| Project title  | Centre for IT-Intelligent Energy Systems in Cities, CITIES |   |  |
| Partner (institution/company name)   |  |   |  |
| Country in which the institution/company's activities are based                      | Denmark  | For non-public entities choose SME, LARGE or GTS    |  |
| Enter CVR-no. (For foreign entities: Relevant registration no. and type of reg. no.) | 30060946   | Partner type (Choose Partner or Affiliated partner) |  |

| Year  | All amounts must be stated in DKK |                   |                   |                   |                   |                  |      |      |                   | Accounts 2014 | Accounts 2015 | Accounts 2016 |
|---|-----------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|------|------|-------------------|---------------|---------------|---------------|
|   | 2014                              | 2015              | 2016              | 2017              | 2018              | 2019             | 2020 | 2021 | Total             |               |               |               |
| <b>A: Expenditure budget</b>                    |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |
| Scientific/academic salaries                    | 7.395.388                         | 8.246.388         | 8.688.055         | 8.640.693         | 7.228.695         | 6.435.555        | -    | -    | 46.634.774        | -             | -             | -             |
| Technical/administrative salaries               | 140.000                           | 140.000           | 140.000           | 140.000           | 140.000           | 140.000          | -    | -    | 840.000           | -             | -             | -             |
| Equipment expenses in excess of DKK 500,000     | -                                 | -                 | -                 | -                 | -                 | -                | -    | -    | -                 | -             | -             | -             |
| Operating expenses                              | 1.270.317                         | 1.221.317         | 1.268.817         | 1.163.817         | 1.043.817         | 918.915          | -    | -    | 6.887.000         | -             | -             | -             |
| <b>Total expenditure budget - ex. overheads</b> | <b>8.805.705</b>                  | <b>9.607.705</b>  | <b>10.096.872</b> | <b>9.944.510</b>  | <b>8.412.512</b>  | <b>7.494.470</b> | -    | -    | <b>54.361.774</b> | -             | -             | -             |
| Overheads                                       | 2.359.771                         | 2.909.371         | 3.155.404         | 3.213.032         | 2.547.033         | 2.179.645        | -    | -    | 16.364.256        | -             | -             | -             |
| <b>Total expenditure budget</b>                 | <b>11.165.476</b>                 | <b>12.517.076</b> | <b>13.252.276</b> | <b>13.157.542</b> | <b>10.959.545</b> | <b>9.674.115</b> | -    | -    | <b>70.726.030</b> | -             | -             | -             |
| <b>B: DSF grant</b>                             |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |
| Scientific/academic salaries                    | 4.003.829                         | 4.996.829         | 5.451.912         | 5.270.245         | 4.028.246         | 3.367.136        |      |      | 27.118.192        | -             | -             | -             |
| Technical/administrative salaries               | 140.000                           | 140.000           | 140.000           | 140.000           | 140.000           | 140.000          |      |      | 840.000           | -             | -             | -             |
| Equipment expenses in excess of DKK 500,000     |                                   |                   |                   |                   |                   |                  |      |      | -                 | -             | -             | -             |
| Operating expenses                              | 680.348                           | 765.348           | 802.890           | 704.557           | 604.556           | 547.988          |      |      | 4.105.688         | -             | -             | -             |
| <b>Total DSF grant - ex. overheads</b>          | <b>4.824.177</b>                  | <b>5.902.177</b>  | <b>6.394.802</b>  | <b>6.114.802</b>  | <b>4.772.802</b>  | <b>4.055.124</b> | -    | -    | <b>32.063.880</b> | -             | -             | -             |
| Overheads                                       | 1.755.087                         | 2.230.287         | 2.447.042         | 2.323.842         | 1.734.242         | 1.417.295        |      |      | 11.907.794        | -             | -             | -             |
| <b>Total DSF grant</b>                          | <b>6.579.264</b>                  | <b>8.132.464</b>  | <b>8.841.844</b>  | <b>8.438.644</b>  | <b>6.507.044</b>  | <b>5.472.419</b> | -    | -    | <b>43.971.674</b> | -             | -             | -             |
| <b>C: Funding from other sources</b>            |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |

# Basis for the annual account report = Budget sheet for organization + additional columns

|  |  |   |  |
|--|--|---|--|
| File number  | 1305-00027B  |   |  |
| Project title  | Centre for IT-Intelligent Energy Systems in Cities, CITIES |   |  |
| Partner (institution/company name)   |  |   |  |
| Country in which the institution/company's activities are based                      | Denmark  | For non-public entities choose SME, LARGE or GTS    |  |
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| Year  | All amounts must be stated in DKK |                   |                   |                   |                   |                  |      |      |                   | Accounts 2014 | Accounts 2015 | Accounts 2016 |
|---|-----------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|------|------|-------------------|---------------|---------------|---------------|
|   | 2014                              | 2015              | 2016              | 2017              | 2018              | 2019             | 2020 | 2021 | Total             |               |               |               |
| <b>A: Expenditure budget</b>                    |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |
| Scientific/academic salaries                    | 7.395.388                         | 8.246.388         | 8.688.055         | 8.640.693         | 7.228.695         | 6.435.555        | -    | -    | 46.634.774        | -             | -             | -             |
| Technical/administrative salaries               | 140.000                           | 140.000           | 140.000           | 140.000           | 140.000           | 140.000          | -    | -    | 840.000           | -             | -             | -             |
| Equipment expenses in excess of DKK 500,000     | -                                 | -                 | -                 | -                 | -                 | -                | -    | -    | -                 | -             | -             | -             |
| Operating expenses                              | 1.270.317                         | 1.221.317         | 1.268.817         | 1.163.817         | 1.043.817         | 918.915          | -    | -    | 6.887.000         | -             | -             | -             |
| <b>Total expenditure budget - ex. overheads</b> | <b>8.805.705</b>                  | <b>9.607.705</b>  | <b>10.096.872</b> | <b>9.944.510</b>  | <b>8.412.512</b>  | <b>7.494.470</b> | -    | -    | <b>54.361.774</b> | -             | -             | -             |
| Overheads                                       | 2.359.771                         | 2.909.371         | 3.155.404         | 3.213.032         | 2.547.033         | 2.179.645        | -    | -    | 16.364.256        | -             | -             | -             |
| <b>Total expenditure budget</b>                 | <b>11.165.476</b>                 | <b>12.517.076</b> | <b>13.252.276</b> | <b>13.157.542</b> | <b>10.959.545</b> | <b>9.674.115</b> | -    | -    | <b>70.726.030</b> | -             | -             | -             |
| <b>B: DSF grant</b>                             |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |
| Scientific/academic salaries                    | 4.003.829                         | 4.996.829         | 5.451.912         | 5.270.245         | 4.028.246         | 3.367.136        |      |      | 27.118.191        | -             | -             | -             |
| Technical/administrative salaries               | 140.000                           | 140.000           | 140.000           | 140.000           | 140.000           | 140.000          |      |      | 840.000           | -             | -             | -             |
| Equipment expenses in excess of DKK 500,000     |                                   |                   |                   |                   |                   |                  |      |      | -                 | -             | -             | -             |
| Operating expenses                              | 680.348                           | 765.348           | 802.890           | 704.557           | 604.556           | 547.988          |      |      | 4.105.688         | -             | -             | -             |
| <b>Total DSF grant - ex. overheads</b>          | <b>4.824.177</b>                  | <b>5.902.177</b>  | <b>6.394.802</b>  | <b>6.114.802</b>  | <b>4.772.802</b>  | <b>4.055.124</b> | -    | -    | <b>32.063.881</b> | -             | -             | -             |
| Overheads                                       | 1.755.087                         | 2.230.287         | 2.447.042         | 2.323.842         | 1.734.242         | 1.417.295        |      |      | 11.907.794        | -             | -             | -             |
| <b>Total DSF grant</b>                          | <b>6.579.264</b>                  | <b>8.132.464</b>  | <b>8.841.844</b>  | <b>8.438.644</b>  | <b>6.507.044</b>  | <b>5.472.419</b> | -    | -    | <b>43.971.675</b> | -             | -             | -             |
| <b>C: Funding from other sources</b>            |                                   |                   |                   |                   |                   |                  |      |      |                   |               |               |               |

Note that the values are without VAT

# Basis for the annual account report = Budget sheet for organization

**+ additional columns**  
**+ time sheet**

*in accordance!*

|    | A  | B            | C              | D          | E          | F            |
|----|--|--------------|----------------|------------|------------|--------------|
| 1  | <b>Report of hours spend on CITIES</b>                             |              |                |            |            |              |
| 2  |  |              |                |            |            |              |
| 3  | <b>Partner name:</b>   |              | <b>From</b>    | <b>To</b>  |            |              |
| 4  | <b>Period</b>  |              | 01-01-2014     | 31-12-2014 |            |              |
| 5  |  |              |                |            |            |              |
| 6  | <b>Total work hours (Grant and self-financing)</b>                 | <b>Hours</b> |                |            |            |              |
| 7  |  | <b>PHD</b>   | <b>Postdoc</b> | <b>VIP</b> | <b>TAP</b> | <b>Total</b> |
| 8  | Name   |              |                |            |            | -            |
| 9  | Name   |              |                |            |            | -            |
| 10 | Name   |              |                |            |            | -            |
| 11 | Name   |              |                |            |            | -            |
| 12 | Name   |              |                |            |            | -            |
| 13 | Name   |              |                |            |            | -            |
| 14 | Name   |              |                |            |            | -            |
| 15 | Name   |              |                |            |            | -            |
| 16 | <b>Total hours (Grant and self-financing)</b>                      | -            | -              | -          | -          | -            |
| 17 |  |              |                |            |            |              |
| 18 |  |              |                |            |            |              |
| 19 |  |              |                |            |            |              |
| 20 | <b>Explanation:</b>  |              |                |            |            |              |
| 21 | PhD (Student - University)   |              |                |            |            |              |
| 22 | Postdoc (Employee University)                                      |              |                |            |            |              |
| 23 | VIP (Scientific employee - Company and University)                 |              |                |            |            |              |
| 24 | TAP (Technical / Administrative employee - Company and University) |              |                |            |            |              |
| 25 |  |              |                |            |            |              |
| 26 |  |              |                |            |            |              |
| 27 | Date and project leader's signature                                |              |                |            |            |              |

# First accounting report + Invoice [+ status report]

|  |  |  |  |   |  |  |  |
|--|--|--|--|---|--|--|--|
| File number  | 1305-00027B  |  |  |   |  |  |  |
| Project title  | Centre for IT-Intelligent Energy Systems in Cities, CITIES |  |  |   |  |  |  |
| Partner (institution/company name)   |  |  |  |   |  |  |  |
| Country in which the institution/company's activities are based                      | Denmark  |  |  | For non-public entities choose SME, LARGE or GTS    |  |  |  |
| Enter CVR no. (For foreign entities: Relevant registration no. and type of reg. no.) | 30060946   |  |  | Partner type (Choose Partner or Affiliated partner) |  |  |  |

| Year  | 2014              | 2015              | 2016      | 2017      | 2018      | 2019      | 2020 | 2021 | Total      | Accounts 2014 | Accounts 2015 | Accounts 2016 |
|---|-------------------|-------------------|-----------|-----------|-----------|-----------|------|------|------------|---------------|---------------|---------------|
| <b>A: Expenditure budget</b>                    |                   |                   |           |           |           |           |      |      |            |               |               |               |
| Scientific/academic salaries                    | 7 395 388         | 8 246 388         | 8 688 055 | 8 640 693 | 7 228 695 | 6 435 555 | -    | -    | 46 634 774 | -             | -             | -             |
| Technical/administrative salaries               | 140 000           | 140 000           | 140 000   | 140 000   | 140 000   | 140 000   | -    | -    | 840 000    | -             | -             | -             |
| Equipment expenses in excess of DKK 500,000     | -                 | -                 | -         | -         | -         | -         | -    | -    | -          | -             | -             | -             |
| Operating expenses                              | 1 270 317         | 1 221 317         |           |           |           |           |      |      |            |               |               |               |
| <b>Total expenditure budget - ex. overheads</b> | <b>8.805.705</b>  | <b>9.607.705</b>  |           |           |           |           |      |      |            |               |               |               |
| Overheads                                       | 2 359 771         | 2 909 371         |           |           |           |           |      |      |            |               |               |               |
| <b>Total expenditure budget</b>                 | <b>11.165.476</b> | <b>12.517.076</b> |           |           |           |           |      |      |            |               |               |               |

|  |  |            |     |    |
|--|--|------------|-----|----|
| <b>1 Report of hours spend on CITIES</b>             |  |            |     |    |
| <b>2 Partner name:</b>                               | From   | To         |     |    |
| <b>3 Period</b>                                      | 01-01-2014   | 31-12-2014 |     |    |
| <b>4</b>   |  |            |     |    |
| <b>5</b>   |  |            |     |    |
| <b>6 Total work hours (Grant and self-financing)</b> | <b>Hours</b>   |            |     |    |
|  | PHD  | Postdoc    | VIP | TA |
| <b>7</b>   |  |            |     |    |
| <b>8 Name</b>  |  |            |     |    |
| <b>9 Name</b>  |  |            |     |    |
| <b>10 Name</b>                                       |  |            |     |    |
| <b>11 Name</b>                                       |  |            |     |    |
| <b>12 Name</b>                                       |  |            |     |    |
| <b>13 Name</b>                                       |  |            |     |    |
| <b>14 Name</b>                                       |  |            |     |    |
| <b>15 Name</b>                                       |  |            |     |    |
| <b>16 Total hours (Grant and self-financing)</b>     | -  | -          | -   | -  |
| <b>17</b>  |  |            |     |    |
| <b>18</b>  |  |            |     |    |
| <b>19</b>  |  |            |     |    |
| <b>20 Explanation:</b>                               |  |            |     |    |
| <b>21</b>  | PHD (Student - University)   |            |     |    |
| <b>22</b>  | Postdoc (Employee University)                                      |            |     |    |
| <b>23</b>  | VIP (Scientific employee - Company and University)                 |            |     |    |
| <b>24</b>  | TAP (Technical / Administrative employee - Company and University) |            |     |    |
| <b>25</b>  |  |            |     |    |
| <b>26</b>  |  |            |     |    |
| <b>27</b>  |  |            |     |    |
| <b>28</b>  | Date and project leader's signature                                |            |     |    |

[Company Logo Here]

## INVOICE

|                 |                |
|-----------------|----------------|
| Date            | 12/31/2011     |
| Order No.       |                |
| Street Address  |                |
| City, State Zip |                |
| Phone           | [123-456-7890] |

| DATE SHIPPED | SHIPPING METHOD | FOB TERMS  | PAYMENT TERMS |         |
|--------------|-----------------|------------|---------------|---------|
| 12/31/2011   |                 |            |               |         |
| DESCRIPTION  | QUANTITY        | UNIT PRICE | TOTAL         | TAXABLE |
|              | 10.00           | \$ 500.00  | \$ 5,000.00   |         |
|              | 1,000.00        | \$ 40.00   | \$ 40,000.00  | Yes     |
|              | 1,000.00        | \$ 500.00  | \$ 500,000.00 |         |

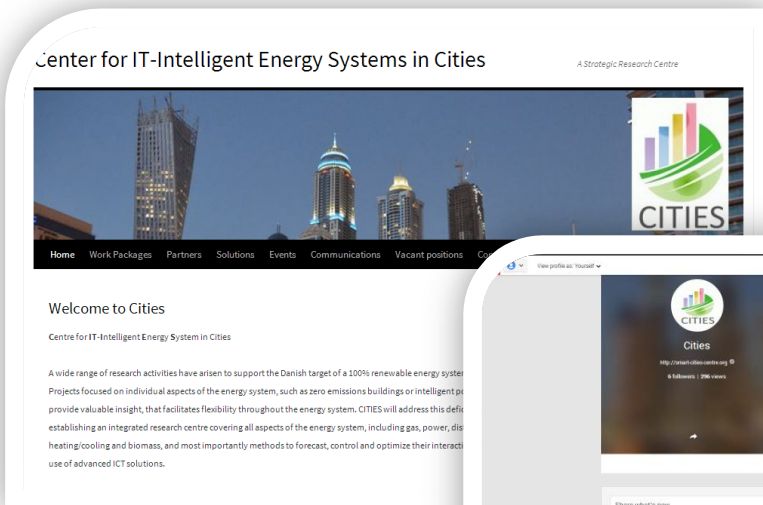
|                    |                      |
|--------------------|----------------------|
| Subtotal           | \$ 545,000.00        |
| Amount Taxable     | \$ 40,000.00         |
| Tax Rate           | 5.500%               |
| Total Tax          | \$ 2,200.00          |
| Other              | \$ 10,000.00         |
| <b>Grand Total</b> | <b>\$ 557,200.00</b> |

Please contact [Name at Phone#] with any questions regarding this Invoice

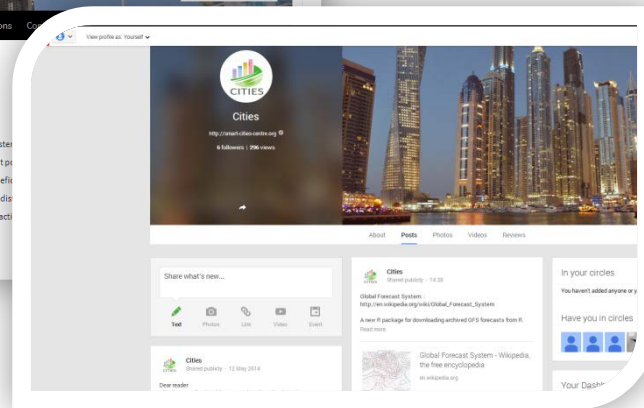
Thank you for your business!

# PUBLIC COMMUNICATION

**YOU FIND EVERYTHING THROUGH THE HOMEPAGE**



**HOMEPAGE: WORDPRESS**  
**HTTP://SMART-CITIES-CENTRE.ORG**



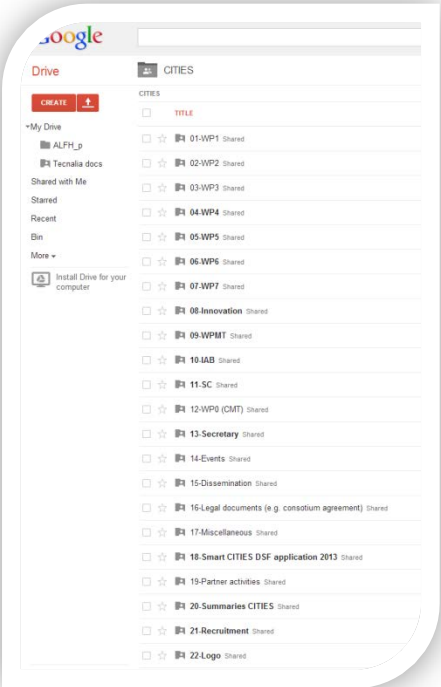
**GOOGLE+**  
**FOR FAST TREK**  
**INFORMATION SHARING**

**TWITTER**  
**LINKEDIN**



The most important tool for cooperation:

- Mailing lists (<mailto:wp1@smart-cities-organisation.org>)
- Workpackage organisation
- Collaborations platform
- ToDo-lists
- Resources (points to G-Drive)



**GOOGLE DRIVE**  
**RESOURCE SHARING**

# WORKSPACE

# SIGNING CEREMONY

NOW WE ARE IN BUSINESS



We will keep it cool for a while 😊