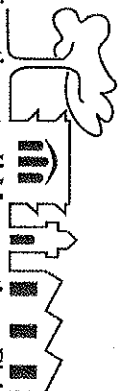




UNIVERSITÀ
DEL SALENTO



Dipartimento di Matematica e Fisica
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Avviso informativo finalizzato ad un'indagine di mercato per prequalificare candidati interessati a partecipare alla procedura negoziata senza pubblicazione (negotiated procedure without publication) per l'affidamento del Servizio avente ad oggetto l'Audit esterno ("Certificate of the financial statements") del Progetto Europeo "NANO-JETS - Next-generation polymer nanofibers: from electrified jets to hybrid optoelectronics -" nell'ambito del Programma Ideas – Support for frontier research (ERC) – ERC Starting Grant, ERC-2012-StG_20111012 - Contract N. 306357.

INFORMAZIONI GENERALI SUL SERVIZIO DA AFFIDARE

ENTE APPALTANTE

Dipartimento di Matematica e Fisica "Emilio De Giorgi" dell'Università del Salento, via per Arnesano, s.n. 73100 LECCE.

OGGETTO DEL SERVIZIO

Il Dipartimento di Matematica e Fisica dell'Università del Salento rende noto che intende compiere un'indagine di mercato ai fini dell'individuazione del fornitore del Servizio di Audit per il Progetto "NANO-JETS - Next-generation polymer nanofibers: from electrified jets to hybrid optoelectronics- ", Grant Agreement Number 306357, finanziato dal Programma SP2-Ideas, Support for frontier research (ERC), ERC Starting Grant, ERC-2012-StG_20111012 (CUP F81J13000080006), così come previsto dall'Annex V dello stesso progetto che esplicitamente prevede (pag.2): "The Auditor must be independent from the Beneficiary".

Il Dipartimento è capofila del Progetto.

Partner del Progetto è il Consiglio Nazionale delle Ricerche, Piazzale Aldo Moro n. 7, 00185 ROMA.

Il progetto, ha una durata di 60 mesi ed è partito il 01/03/2013, ha un budget totale massimo di Euro 1.491.823,00, finanziato dall'Unione Europea.

L'Auditor dovrà svolgere tutte le attività dettagliatamente descritte nei "Terms of Reference for the certificate of the financial statements" di cui all'Annex V al Grant Agreement, in particolare verifica dell'Interim Financial Report e del Final Financial Report redatti dal Dipartimento, in qualità di Beneficiario e Lead Partner del Progetto.

PROCEDURA PER L'AFFIDAMENTO DEL SERVIZIO

L'affidamento del Servizio avverrà attraverso la procedura negoziata senza pubblicazione di bando di gara, ai sensi del Regolamento per l'attività negoziale dell'Università del Salento emanato con decreto rettorale n.1347 in data 16/12/2014.



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P.I. 00646640755

Il presente avviso ha il solo fine di consentire al Dipartimento la conoscenza delle condizioni di mercato. Di conseguenza il Dipartimento di Matematica e Fisica richiederà, mediante invito, a coloro che hanno manifestato interesse a partecipare, di presentare una proposta.

Il presente avviso non rappresenta in alcun modo vincolo per l'Amministrazione scrivente nei confronti dei soggetti che dovessero manifestare interesse.

IMPORTO

L'importo massimo destinato al servizio, come da **table 1a punto c)** dell'Annex I al Grant Agreement n.306357, è pari a € 5.000,00, non imponibili ai fini IVA, ai sensi dell'art. 72 comma 1 lettera c) del D.P.R. 633/72.

DURATA

Il contratto avrà inizio a decorrere dalla data di stipulazione del medesimo e si concluderà con la presentazione del rapporto di verifica delle spese relativo alla richiesta del saldo del finanziamento.

TERMINE DI PARTECIPAZIONE

I soggetti interessati che abbiano i requisiti di seguito descritti devono presentare apposita domanda di partecipazione (come da modello allegato A) per essere invitati alla selezione. La domanda, corredata del documento di identità in corso di validità del professionista incaricato - e/o del legale rappresentante in caso di società - dovrà pervenire al Dipartimento di Matematica e Fisica "Ennio De Giorgi", entro le ore 12:00 del ventesimo giorno decorrente dalla data di pubblicazione sul sito internet d'Ateneo secondo le seguenti modalità con esclusione di ogni altra:

1. a mezzo raccomandata A.R. indirizzata a

Dipartimento di Matematica e Fisica "Ennio De Giorgi" - Università del Salento
Via per Arnesano s.n. - 73100 Lecce

Fa fede timbro e data dell'ufficio postale accettante;

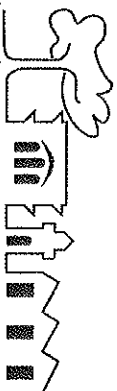
2. mediante messaggio di posta elettronica certificata (PEC): all'indirizzo dip.matematica.fisica@cert-unile.it:

• accompagnata da firma digitale apposta sulla domanda di partecipazione e su tutti i relativi documenti in cui è prevista l'apposizione della firma autografa in ambiente tradizionale: i documenti privi di firma digitale saranno considerati come non sottoscritti. L'invio della domanda potrà essere effettuato esclusivamente da altra PEC; non sarà ritenuta valida la domanda inviata da un indirizzo di posta elettronica non certificata o non conforme a quanto previsto nel presente comma;

- tramite PEC, mediante trasmissione della domanda sottoscritta in modo autografo, unitamente alla copia del documento d'identità del sottoscrittore; tutti i documenti in cui è prevista l'apposizione della firma autografa in ambiente tradizionale dovranno essere analogamente trasmessi in copia sottoscritta. Le copie di tali documenti dovranno essere acquisite mediante scanner;
- tramite PEC governativa personale del candidato (CEC PAC), unitamente alla relativa documentazione.



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unle.it
CF 80008870752
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REQUISITI DI PARTECIPAZIONE

Sono ammessi a partecipare alla presente procedura i soggetti in possesso dei seguenti requisiti minimi:

Requisiti di ordine generale:

- a) requisiti di legge previsti dall'art. 34 del D.lgs. 163/2006 e s.m.i.;
- b) requisiti di ordine generale stabiliti, ai fini della partecipazione alle procedure di affidamento, nell'art.38 del D.lgs. 163/2006 e s.m.i (Allegato B);
- c) iscrizione alla CCIAA dalla quale risulti che l'oggetto sociale dell'impresa svolge attività analoghe a quelle indicate nella presente procedura;
- d) di essere in regola con i requisiti previsti per il rilascio del documento unico di regolarità contributiva (DURC);

Requisiti speciali.

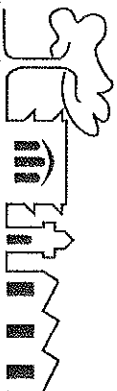
- L'Auditor dovrà possedere almeno uno dei seguenti requisiti così come stabiliti nell'Annex V: "*Terms of Reference for the certificate of the financial statements*" di cui all'Annex V al Grant Agreement:
- L'Auditor o la società è membro di un'organizzazione o istituzione nazionale di contabilità o revisione contabile che, a sua volta, fa parte dell'International Federation of Accountants (IFAC);
 - L'Auditor o la società è membro di un'organizzazione o istituzione nazionale di contabilità o revisione contabile. Sebbene questa organizzazione non sia membro dell'IFAC, l'Auditor si impegna a svolgere questo incarico conformemente alle norme dell'IFAC e alla deontologia come illustrata nei Terms of reference dell'Annex V;
 - L'Auditor o la società è registrato come revisore contabile autorizzato nel pubblico registro di un'organizzazione pubblica di sorveglianza in uno Stato membro dell'UE, conformemente ai principi di supervisione pubblica esposti nella Direttiva 43/2006/CE del Parlamento Europeo e del Consiglio (questa opzione si applica agli auditor e alle società di auditing con sede/operatoranti in uno Stato membro dell'UE);
 - L'Auditor o la società è registrato come auditor autorizzato nel pubblico registro di un'organizzazione pubblica di sorveglianza in un paese terzo e questo registro applica i principi di supervisione pubblica esposti nella legislazione del paese interessato (questa opzione si applica agli auditor e alle società di auditing con sede/operatoranti in un paese terzo).

CAPACITÀ TECNICA E PROFESSIONALE

La capacità tecnica e professionale è comprovata dall'espletamento, nell'ultimo triennio (2013/2014/2015), di almeno un servizio analogo a quello oggetto della presente procedura, tale requisito può essere provato da dichiarazione sottoscritta conformemente alle disposizioni di cui al D.P.R. n. 445/2000, ovvero da altra documentazione idonea.



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LINGUA

Il Servizio da affidare presuppone un livello avanzato di conoscenza della lingua inglese.

In particolare le Relazioni di Audit esterno e gli eventuali allegati dovranno essere redatti in lingua inglese ed italiana.

MODALITA' DI PRESENTAZIONE DELLA DOCUMENTAZIONE

1. Se si inoltra a mezzo di raccomandata A/R

La domanda dovrà pervenire, integra, nel termine perentorio sopra stabilito, a mezzo raccomandata postale, ovvero mediante agenzia di recapito autorizzata oppure consegnata a mano direttamente al Dipartimento di Matematica e Fisica all'indirizzo indicato nell'allegato A. Il recapito della stessa resta ad esclusivo rischio del mittente. La Busta contenente la suddetta domanda deve essere idoneamente sigillata, controfirmata sui lembi di chiusura e deve recare all'esterno la dicitura " Avviso informativo finalizzato ad un'indagine di mercato per prequalificare candidati interessati a partecipare alla procedura negoziata senza pubblicazione per l'affidamento del servizio avente ad oggetto l'Audit esterno del Progetto Europeo **ERC-NANO-JETS** – Grant Agreement Number 306357".

2. Se si inoltra a mezzo PEC

Vale quanto specificato nel paragrafo "Termini di partecipazione".

PUBBLICITA'

Il presente avviso sarà pubblicato – per 20 giorni consecutivi - sul sito dell'Università del Salento www.unisalento.it alla sezione "Bandi e Concorsi", nonché sul sito del Dipartimento di Matematica e Fisica "Ennio De Giorgi" www.matfis.unisalento.it ed all'Albo Ufficiale dell'Università del Salento.

INFORMAZIONI E AVVERTENZE

Informazioni e chiarimenti potranno essere richiesti al tel. 0832/297463, oppure all'indirizzo di posta elettronica: tonia.romano@unisalento.it

Il termine e l'indirizzo per la presentazione delle offerte saranno indicati nella lettera d'invito.

Lecce, 12/01/2016

Il Direttore del Dipartimento di Matematica e Fisica

"Ennio De Giorgi"

(Prof. Giorgio Metafune)

ALLEGATO A

Al Direttore
del Dipartimento di Matematica e Fisica
dell'Università del Salento,
via per Arnesano, s.n.
73100 LECCE

OGGETTO: Manifestazione di interesse per l'indagine di mercato finalizzata all'affidamento del "Servizio avente ad oggetto l'Audit esterno ("Certificate of the financial statements") del Progetto Europeo "NANO-JETS - Next-generation polymer nanofibers: from electrified jets to hybrid optoelectronics -" nell'ambito del Programma Ideas – Support for frontier research (ERC) – ERC Starting Grant, ERC-2012-StG_20111012 - Contract N. 306357".

[Avvertenza: In caso di raggruppamento temporaneo di prestatori di servizi o associazione di professionisti, l'istanza deve essere presentata e firmata congiuntamente da tutti i titolari e/o rappresentanti legali dei prestatori raggruppati.]

Il/I sottoscritto/i: _____
residente nel Comune di _____ CAP _____ Provincia _____
Via/Piazza _____ nella qualità di libero professionista/titolare/legale
rappresentante (barrare non rilevante) della ditta _____
con sede nel Comune di _____ CAP _____ Provincia _____
via/piazza _____ telefono _____
fax _____ e-mail _____
codice fiscale _____ partita I.V.A. _____
posizione INAIL _____ posizione INPS _____
posizione altro istituto previdenziale (specificare) _____

MANIFESTA

l'interesse ad essere ammesso all'indagine di mercato per il "Servizio avente ad oggetto l'Audit esterno ("Certificate of the financial statements") del Progetto Europeo "NANO-JETS - Next-generation polymer nanofibers: from electrified jets to hybrid optoelectronics -" nell'ambito del Programma Ideas – Support for frontier research (ERC) – ERC Starting Grant, ERC-2012-StG_20111012 - Contract N. 306357".

DICHIARA

ai sensi dell'art. 47, DPR 445/2000:

- di non partecipare all'istanza in più di un raggruppamento di prestatori di servizi;
- di essere in possesso dei requisiti di ordine generale per la partecipazione alle procedure di affidamento;
- ai sensi dell'art. 38 del D.Lgs. 163/06 e s.m.i.;
- di essere in regola con le norme che disciplinano il diritto al lavoro dei disabili;
- di essere in possesso di Certificato di iscrizione alla Camera di Commercio, Artigianato e Agricoltura dal quale risulta che l'impresa svolge attività analoghe a quelle oggetto della presente procedura;
- di essere in possesso di Partita IVA in quanto libero professionista.

DICHIARA AL/TRESI'

- di essere in possesso della capacità tecnica e professionale richiesta.

Se necessario,

DICHIARA/DICHIARANO

- Di avere intenzione di costituirsi giuridicamente in raggruppamento di prestatori di servizi o associazione di professionisti e di nominare, fin da ora, quale mandatario il

Data _____

Il/I Dichiarante/i

Firma leggibile



- In allegato:**
- Fotocopia del documento di identità;
 - Dichiarazione sostitutiva attestante il possesso dei requisiti di ordine generale, datata e sottoscritta da ogni persona fisica munita di poteri di rappresentanza della ditta, soci e direttori tecnici, con allegata copia di un documento di identità in corso di validità del/dei sottoscrittore/i (Allegato B);
 - Iscrizione alla CCLIAA;
 - DURC aggiornato;
 - Documenti e/o dichiarazioni attestanti la capacità tecnico/professionale ed economico/finanziaria;
 - Documenti certificanti il/i requisito/i speciale/i;
 - Curriculum Vitae.

ALLEGATO B

DICHIARAZIONE SOSTITUTIVA DICERTIFICAZIONE

(art.46, D.P.R. 28 dicembre 2000, n.445)

Il/la sottoscritto/a _____ (nome)
(cognome) _____ il _____ (data di nascita)
nato/a a _____ (luogo) _____ (prov.) _____ (prov.) in
residente a _____ (luogo) _____ (cap) _____ (prov.) in
Via/Piazza _____ n. _____
(indirizzo)
in qualità di _____ della ditta _____
con sede in via/piazza _____ Comune di _____
_____ CAP _____ Provincia _____ Telefono _____
_____ fax _____ e-mail _____ PEC
_____ partita I.V.A. _____ codice _____ fiscale

consepevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di atti falsi, richiamate dall'art. 76 del D.P.R. 445/2000 e s.m.i.

DICHIARA
(barrare le caselle)

- che, ai sensi dell'articolo 38, comma 1, lettera a), del D.L.gs. 163/2006, non si trova in stato di fallimento, di liquidazione coatta, di concordato preventivo, o nei cui riguardi sia in corso un procedimento per la dichiarazione di una di tali situazioni;
- che, ai sensi dell'articolo 38, comma 1, lettera b), del D.L.gs. 163/2006, nei propri confronti non è pendente un procedimento per l'applicazione di una delle misure di prevenzione di cui all'articolo 3 della legge 27 dicembre 1956, n. 1423;
- che, ai sensi dell'articolo 38, comma 1, lettera b), del D.L.gs. 163/2006, nei propri confronti non è pendente un procedimento per l'applicazione di una delle cause estative previste dall'art. 10 della L. 575/1965;
- che, ai sensi dell'art. 38, comma 1, lettera c), del D.L.gs. 163/2006, nei propri confronti non è stata pronunciata sentenza di condanna passata in giudicato, per reati gravi in danno dello Stato o della Comunità che incidono sulla moralità professionale;

ALLEGATO B

- che, ai sensi dell'art. 38, comma 1, lettera c), del D.Lgs. 163/2006, nei propri confronti non è stato emesso decreto penale di condanna divenuto irrevocabile, per reati gravi in danno dello Stato o della Comunità che incidono sulla moralità professionale;
- che, ai sensi dell'art. 38, comma 1, lettera c), del D.Lgs. 163/2006, nei propri confronti non è stata pronunciata sentenza di applicazione della pena su richiesta, ai sensi dell'articolo 444 del codice di procedura penale, per reati gravi in danno dello Stato o della Comunità che incidono sulla moralità professionale;
- che, ai sensi dell'art. 38, comma 1, lettera c), del D.Lgs. 163/2006, nei propri confronti non è stata pronunciata sentenza di condanna passata in giudicato per uno o più reati di partecipazione a un'organizzazione criminale, corruzione, frode, riciclaggio, quali definiti dagli atti comunitari citati all'art. 45, paragrafo 1, direttiva Ce 2004/18.
- che non è stato vittima dei reati previsti e puniti dagli articoli 317 e 629 del codice penale aggravati ai sensi dell'articolo 7 del decreto-legge 13 maggio 1991, n. 152, convertito, con modificazioni, dalla legge 12 luglio 1991, n. 203;
- oppure*
- che, pur essendo stato vittima, ai sensi della lettera m-ter) dell'art. 38 del D.Lgs. 163/2006 e s.m.i., dei reati previsti e puniti dagli articoli 317 e 629 del codice penale aggravati ai sensi dell'articolo 7 del decreto-legge 13 maggio 1991, n. 152, convertito, con modificazioni, dalla legge 12 luglio 1991, n. 203, ha denunciato i fatti all'autorità giudiziaria.

Data _____

Il Dichiarante

In allegato:

- fotocopia del documento di identità

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

ANNEX V-A FORM - TERMS OF REFERENCE FOR THE CERTIFICATE OF FINANCIAL STATEMENTS

TABLE OF CONTENTS

TERMS OF REFERENCE FOR AN INDEPENDENT REPORT OF FACTUAL FINDINGS ON COSTS CLAIMED UNDER A ERC GRANT AGREEMENT FINANCED UNDER THE SEVENTH RESEARCH FRAMEWORK PROGRAMME (FP7) 2

INDEPENDENT REPORT OF FACTUAL FINDINGS ON COSTS CLAIMED UNDER A ERC GRANT AGREEMENT FINANCED UNDER THE SEVENTH RESEARCH FRAMEWORK PROGRAMME (FP7) 5

The Terms of Reference should be completed by the Beneficiary and be agreed with the Auditor

The Independent Report of Factual Findings should be provided by the Auditor

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Terms of Reference for an Independent Report of Factual Findings on costs claimed under a ERC Grant Agreement financed under the Seventh Research Framework Programme (FP7)

The following are the terms of reference ('ToR') on which <name of the Beneficiary> 'the Beneficiary' agrees to engage < name of the audit firm> 'the Auditor' to provide an independent report of factual findings on a Financial Statement(s)¹ prepared by the Beneficiary and to report in connection with a European Union financed ERC grant agreement concerning the Seventh Research Framework Programme (FP7), concerning < title and number of the ERC grant agreement> (the 'ERC Grant Agreement'). Where in these ToR the 'European Research Council Executive Agency' (the "Agency") is mentioned this refers to its quality as signatory of the ERC Grant Agreement with the Beneficiary. The European Union is not a party to this engagement.

1.1 Responsibilities of the Parties to the Engagement

'**The Beneficiary**' refers to the legal entity that is receiving the grant and that has signed the ERC Grant Agreement with the Agency.

- The Beneficiary is responsible for preparing a Financial Statement for the Action financed by the ERC Grant Agreement in compliance with such agreements and providing it to the Auditor, and for ensuring that this Financial Statement can be properly reconciled to the Beneficiary's accounting and bookkeeping system and to the underlying accounts and records. Notwithstanding the procedures to be carried out, the Beneficiary remains at all times responsible and reliable for the accuracy of the Financial Statement.
- The Beneficiary is responsible for the factual statements which will enable the Auditor to carry out the procedures specified, and will provide the Auditor with a written representation letter supporting these statements, clearly dated and stating the period covered by the statements.
- The Beneficiary accepts that the ability of the Auditor to perform the procedures required by this engagement effectively depends upon the Beneficiary providing full and free access to the Beneficiary's staff and its accounting and other relevant records.

'**The Auditor**' refers to the Auditor who is responsible for performing the agreed-upon procedures as specified in these ToR, and for submitting an independent report of factual findings to the Beneficiary.

The Auditor must be independent from the Beneficiary.

- [*Option 1: delete if not applicable*] The Auditor is qualified to carry out statutory audits of accounting documents in accordance with the Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts, amending Council Directives 78/660/EEC and 83/349/EEC and repealing Council Directive 84/253/EEC or similar national regulations.
- [*Option 2: delete if not applicable*] The Auditor is a Competent Public Officer for which the relevant national authorities have established the legal capacity to audit the Beneficiary and has not been involved in the preparation of the financial statements.

¹ Financial Statement in this context refers solely to Annex IV by which the Beneficiary claims costs under the ERC Grant Agreement.

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

- The procedures to be performed are specified by the European Commission and the Auditor is not responsible for the suitability and appropriateness of these procedures.

1.2 Subject of the Engagement

The subject of this engagement is the *<interim or final; delete what is not applicable>* Financial Statement in connection with the ERC Grant Agreement for the period covering *<dd Month yyyy to dd Month yyyy>*.

1.3 Reason for the Engagement

The Beneficiary is required to submit to the Agency a certificate on a Financial Statement in the form of an independent report of factual findings produced by an external auditor in support of the payment requested by the Beneficiary under Article II.4 of the ERC Grant Agreement. The Authorising Officer of the Agency requires this Report as he makes the payment of costs requested by the Beneficiary conditional on the factual findings of this Report.

1.4 Engagement Type and Objective

This constitutes an engagement to perform specific agreed-upon procedures regarding an independent report of factual findings on costs claimed under the ERC Grant Agreement.

As this engagement is not an assurance engagement the Auditor does not provide an audit opinion and expresses no assurance. The Agency derives its assurance by drawing its own conclusions from the factual findings reported by the Auditor on the Financial Statement and the payment request of the Beneficiary relating thereto.

The Auditor shall include in its Report that no conflict of interest exists between it and the Beneficiary in establishing this Report, as well as the fee paid to the Auditor for providing the Report.

1.5 Scope of Work

1.5.1 The Auditor shall undertake this engagement in accordance with these ToR and:

- in accordance with the International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the IFAC;
- in compliance with the *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Agency requires that the Auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*.

1.5.2 Planning, procedures, documentation and evidence

The Auditor should plan the work so that the procedures can be effectively performed. For this purpose he performs the procedures specified in 1.9 of these Terms of Reference ('Scope of Work – Compulsory Report Format and Procedures to be Performed') and uses the evidence obtained from these procedures as the basis for the Report of factual findings.

1.6 Reporting

The Report of factual findings, an example of which is attached to this ToR, should describe the purpose and the agreed-upon procedures of the engagement in sufficient detail in order to enable the Beneficiary and the Agency to understand the nature and extent of the procedures performed by the

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Auditor. Use of the reporting format attached as Annex V-A of the ERC Grant Agreement is compulsory. The Report should be written in the language indicated for the financial management reporting in Article .4 of the ERC Grant Agreement. In accordance with Article II.22 of the ERC Grant Agreement, the Agency, the European Commission and the Court of Auditors have the right to audit any work carried out under the project for which costs are claimed from *the Union*, including the work related to this engagement.

1.7 Timing

The Report should be provided by [DATE].

1.8 Other Terms

[The Beneficiary and the Auditor can use this section to agree other specific terms such as Auditor's fees, out of pocket expenses, liability, applicable law, etc.]

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

1.9 Scope of Work – Compulsory Report Format and Procedures to be Performed Independent Report of Factual Findings on costs claimed under a ERC Grant Agreement financed under the Seventh Research Framework Programme (FP7)

To be printed on letterhead paper of the Auditor

<Name of contact person(s)>, < Position>

< Beneficiary's name>

<Address>

<dd Month yyyy>

In accordance with our contract dated <dd Month yyyy> with <name of the Beneficiary> "the Beneficiary" and the terms of reference attached thereto (appended to this Report), we provide our Independent Report of Factual Findings ("the Report"), as specified below.

Objective

We [*legal name of the audit firm*], established in [*full address/city/state/province/country*] represented for signature of this Report by [*name and function of an authorised representative*] have performed agreed-upon procedures regarding the cost declared in the Financial Statement(s)² of [*name of beneficiary*] hereinafter referred to as the Beneficiary, to which this Report is attached, and which is to be presented to the Agency under ERC grant agreement [*ERC grant agreement reference: title, acronym, number*] for the following period(s) [*insert period(s) covered by the Financial Statement(s) per Activity*]. This engagement involved performing certain specified procedures, the results of which the Agency uses to draw conclusions as to the eligibility of the costs claimed.

Scope of Work

Our engagement was carried out in accordance with :

- the terms of reference appended to this Report and:
- International Standard on Related Services ('ISRS') 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information* as promulgated by the International Federation of Accountants ('IFAC');
- the *Code of Ethics for Professional Accountants* issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Agency requires that the Auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*;

As requested, we have only performed the procedures set out in the terms of reference for this engagement and we have reported our factual findings on those procedures in the table appended to this Report.

The scope of these agreed upon procedures has been determined solely by the European Commission and the procedures were performed solely to assist the Agency in evaluating whether the costs claimed by the Beneficiary in the accompanying Financial Statement has been claimed in accordance with the ERC Grant Agreement. The Auditor is not responsible for the suitability and appropriateness of these procedures.

² Financial Statement in this context refers solely to Annex IV by which the Beneficiary claims costs under the Grant Agreement.

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Because the procedures performed by us did not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, we do not express any assurance on the Financial Statements.

Had we performed additional procedures or had we performed an audit or review of the Financial Statements of the Beneficiary in accordance with International Standards on Auditing, other matters might have come to our attention that would have been reported to you.

Sources of Information

The Report sets out information provided to us by the management of the Beneficiary in response to specific questions or as obtained and extracted from the Beneficiary's information and accounting systems.

Factual Findings

The above mentioned Financial Statement(s) per Activity was (were) examined and all procedures specified in the appended table for our engagement were carried out. On the basis of the results of these procedures, we found:

All documentation and accounting information to enable us to carry out these procedures has been provided to us by the Beneficiary. Except as indicated below, no exceptions were noted.

Exceptions

- In some cases, the Auditor was not able to successfully complete the procedures specified. These exceptions are as follows:

Exceptions such as inability to reconcile key information, unavailability of data which prevented the Auditor from carrying out the procedures, etc. should be listed here. The Agency will use this information to decide the amounts which will be reimbursed.

Use of this Report

This Report is solely for the purpose set forth in the above objective.

This Report is prepared solely for the confidential use of the Beneficiary and the Agency and solely for the purpose of submission to the Agency in connection with the requirements as set out in Article II.4 of the ERC Grant Agreement. This Report may not be relied upon by the Beneficiary or by the Agency for any other purpose, nor may it be distributed to any other parties. The Agency may only disclose this Report to others who have regulatory rights of access to it, in particular the European Commission, the European Anti Fraud Office and the European Court of Auditors.

This Report relates only to the Financial Statement(s) specified above and does not extend to any other financial statements of the Beneficiary.

No conflict of interest exists between the Auditor and the Beneficiary in establishing this Report. The fee paid to the Auditor for providing the Report was € _____.

We look forward to discussing our Report with you and would be pleased to provide any further information or assistance which may be required.

[Legal name of the audit firm]
[Name and function of an authorised representative]
<dd Month yyyy>, <Signature of the Auditor>

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Procedures performed by the Auditor

The Auditor designs and carries out his work in accordance with the objective and scope of this engagement and the procedures to be performed as specified below. When performing these procedures the Auditor may apply techniques such as inquiry and analysis, (re)computation, comparison, other clerical accuracy checks, observation, inspection of records and documents, inspection of assets and obtaining confirmations or any others deemed necessary in carrying out these procedures..

The European Commission reserves the right to issue guidance together with example definitions and findings to guide the Auditor in the nature and presentation of the facts to be ascertained. The European Commission reserves the right to vary the procedures by written notification to the Beneficiary. The procedures to be performed are listed as follows:

Procedures	Standard factual finding and basis for exception reporting
Personnel Costs	
<p>1. Recalculate hourly personnel and overhead rates for personnel (full coverage if less than 20 employees, otherwise a sample of minimum 20, or 20% of employees, whichever is the greater), indicate the number of productive hours used and hourly rates. Where sampling is used, selection should be random with a view to producing a representative sample. 'Productive hours' represent the (average) number of hours made available by the employee in a year after the deduction of holiday, sick leave and other entitlements. This calculation should be provided by the Beneficiary. [if average costs are used, a separate independent report is required on the methodology]</p>	<p>For each employee in the sample of ____, the Auditor obtained the personnel costs (salary and employer's costs) from the payroll system together with the productive hours from the time records of each employee. For each employee selected, the Auditor recomputed the hourly rate by dividing the actual personnel costs by the actual productive hours, which was then compared to the hourly rate charged by the Beneficiary. No exceptions were noted. The average number of productive hours for the employees selected was _____. If the productive hours or costs of personnel cannot be identified, they should be listed (together with the amounts) as exceptions in the main report.</p>
<p>2. For the same selection examine and describe time recording of employees (paper/ computer, daily/weekly/monthly, signed, authorised).</p>	<p>Employees record their time on a daily/ weekly/ monthly basis using a paper/computer-based system. The time-records selected were authorised by the project manager or other superior. If no time records are available which fit the above description, this should be listed as an exception in the main report.</p>
<p>3. Employment status and employment conditions of personnel. The Auditor should obtain the employment contracts of the employees selected and compare with the standard employment contract used by the Beneficiary. Differences which are not foreseen by the ERC Grant Agreement should be noted as exceptions.</p>	<p>For the employees selected, the Auditor inspected their employment contracts and found that they were: – directly hired by the Beneficiary in accordance with its national legislation, – under the sole technical supervision and responsibility of the latter, and – remunerated in accordance with the normal practices of the Beneficiary. Personnel who do not meet all three conditions should be listed (together with the amounts) as exceptions in the main report.</p>
<p>4. Use of average personnel costs</p>	<p>The Auditor found that the personnel costs charged to the financial statement:</p>

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Procedures	Standard factual finding and basis for exception reporting
	<p>- are calculated using average costs in accordance with the methodology as specified in the Report of findings on the methodology dated _____.</p> <p>- have been calculated using amounts derived from the relevant period which can be reconciled to the accounting records of the relevant period.</p> <p>Where categories are used, the Auditor verified that the researcher (or research-related person) had been correctly classified.</p> <p>The Auditor obtained confirmation from the Beneficiary that the rates used were not budgeted or estimated amounts.</p> <p>If amounts cannot be reconciled, or if estimates or budgeted amounts were used, this should be reported as an exception in the main report.</p>
Subcontracting	
<p>5. Obtain a written description from the Beneficiary regarding 3rd party resources used and compare with Annex 1 to the ERC Grant Agreement.</p>	<p>The Auditor compared the description of the 3rd party resources provided by the Beneficiary to the specification in Annex 1 to the ERC Grant Agreement, and found them to be the same</p> <p>If the descriptions do not clearly match, this should be reported as an exception in the main report.</p>
<p>6. Inspect documents and obtain confirmations that subcontracts are awarded according to a procedure including an analysis of best value for money (best price-quality ratio), transparency and equal treatment.</p> <p>Full coverage if less than 20 items, otherwise a sample of minimum 20, or 20% of the items, whichever is the greater.</p>	<p>The Auditor obtained tendering documents for each subcontract entered into and found that the tendering process was followed and that a written analysis of value-for-money had been prepared by the Beneficiary in support of the final choice of subcontractor, or that the contract had been awarded as part of an existing framework contract entered into prior to the beginning of the project.</p> <p>If the Auditor is not provided with evidence of either of the above situations, the amount of the subcontract should be listed as an exception in the main report.</p>
Other Direct Costs	
<p>7. Allocation of equipment subject to depreciation is correctly identified and allocated to the project.</p> <p>Full coverage if less than 20 items, otherwise a sample of minimum 20, or 20% of the items, whichever is the greater.</p>	<p>The Auditor traced the equipment charged to the project to the accounting records and the underlying invoices. The Beneficiary has documented the link with the project on the invoice and purchase documentation, and, where relevant, the project accounting. The asset value was agreed to the invoice and no VAT or other identifiable indirect taxes were charged. The depreciation method used to charge the equipment to the project was compared to the Beneficiary's normal accounting policy and found to be the same.</p> <p>If assets have been charged which do not comply with the above, they should be listed (together with the amounts) as exceptions in the main report.</p>
<p>8. Travel costs correctly identified and allocated to the project (and in line with Beneficiary's normal policy for non-EU work regarding first-class travel, etc.)</p> <p>Full coverage if less than 20 items, otherwise a sample of minimum 20, or 20% of the items, whichever is the greater.</p> <p>The Beneficiary should provide written evidence of its normal policy for travel costs (e.g. use of first class tickets) to enable the Auditor to compare the travel charged with this policy.</p>	<p>The Auditor inspected the sample and found that the Beneficiary had allocated travel costs to the project by marking of invoices and purchase orders with the project reference, resulting in traceable allocation in the project accounts.</p> <p>The costs charged were compared to the invoices and found to be the same. No VAT or other identifiable indirect taxes were charged.</p> <p>The use of first class travel was in line with the written policy provided by the Beneficiary.</p> <p>Costs which are not allocated to project accounts and do not have a clear attribution (normally by writing the project number on the original invoice) should be listed (together with the amounts) as exceptions in the main report.</p>

SEVENTH FRAMEWORK PROGRAMME ERC GRANT AGREEMENT - ANNEX V-A-

Procedures	Standard, factual finding and basis for exception reporting
<p>9. Consumables correctly identified and allocated to the project. Full coverage if less than 20 items, otherwise a sample of minimum 20, or 20% of the items, whichever is the greater.</p>	<p>The Auditor inspected the sample and found that the Beneficiary had allocated consumable costs to the project by marking of invoices and purchase orders with the project reference, resulting in traceable allocation in the project accounts. The costs charged were compared to the invoices and found to be the same. No VAT or other identifiable indirect taxes were charged. Costs which are not allocated to project accounts and do not have a clear attribution (normally by writing the project number on the original invoice) should be listed (together with the amounts) as exceptions in the main report.</p>
<p>10. Inspect and compare exchange rates into Euros.</p>	<p>The Auditor compared the exchange rates used for conversion with the applicable official exchange rates established by the European Union and the Beneficiary used [choose one]:</p> <ul style="list-style-type: none"> • the conversion rate of the date where the actual costs were incurred • the rate applicable on the first day of the month following the end of reporting period <p>Where rates cannot be agreed, an exception should be noted, (together with the amount) in the main report.</p>
<p>11. Identification of receipts. The Beneficiary is obliged to declare in its claim any receipts related to the project (income from events, rebates from suppliers, etc.)</p>	<p>The Auditor examined the relevant project accounts and obtained representations from the Beneficiary that the amounts listed represent a complete record of the sources of income connected with the project. The amounts included in the claim regarding receipts is the same as the amount recorded in the project accounting. Any discrepancies in the receipts noted in the accounts and those reported by the Beneficiary should be noted (together with the amount) as exceptions in the main report.</p>
<p>12. Identification of interest yielded on pre-financing. The Beneficiary, when it is the coordinator of the project, is obliged to declare interest yielded on pre-financing</p>	<p>The Auditor compared the relevant project accounts with the interest shown in the bank statements and found them to be the same. Any discrepancies in the interest noted in the accounts and those reported by the Beneficiary should be noted (together with the amount) as exceptions in the main report.</p>