

## **Appendix 2**

# **Sample of the Contract Preparation Forms**

**April 2006**

## **BASIC DEFINITIONS OF PARAMETERS FOUND IN CPFs (A4-A5 forms)**

### **Experienced Researchers**

Means researchers who have at the time of the appointment a PhD or more than 4 years (full-time equivalent) research experience since obtaining the diploma which gives them direct access to doctoral studies in the country in which the diploma was obtained and who do not have a doctoral degree.

They are divided in two main categories : those who have 4-10 years of experience and those who have 10 or more years of experience.

### **Requested project start date**

The start date is the date by which the project activities will begin. The start date will not necessarily coincide with the date of entry into force of the contract (which is by default the day of its signature by the coordinator and the Commission). The start date will have an incidence on the timing of the pre-financing and the reporting requirements and you are therefore advised to give this matter careful consideration. There are four options:

According to Art.2, of the mono-contractor HRM core contract, and Art. 4, of the pluri-contractor HRM core contract, the project start date is one of the following dates:

- the first day of the month after the signature by the Commission
- a fixed starting date
- the date of signature of the contract
- the effective starting date notified (according to Art. 3.3 (a) of the general conditions) by the coordinator/contractor, which must be within [ ] months from the date the contract enters into force.

### **Year**

This refers to periods of 12 months starting from the project start date (see note 0). (Values: 1, 2, 3, 4, 5...). The form(s) will be pre-filled with global figures for your project for which you are asked to provide a more detailed breakdown by year/period.

### **Full-time Person Months**

This parameter is used for the calculation of the living and mobility allowances.

### **Indicative number of researchers**

This parameter will give an estimate of the number of travel allowances and career exploratory allowances.

## Stipend %

This is the (estimated) percentage of the requested full-time person months for which the fixed-amount stipend will be applied. The value which appears in this field is the value which has been used by the Commission to estimate the EC contribution (living allowance).

The eligible researchers can be recruited either under an employment contract or on the basis of a fixed-amount stipend (for more information see section 2.8. of the HRM Work Programme.). Any recruitment on the basis of a stipend must be duly justified.

Please note that:

a stipend % of 100 means that all of the researcher months in a given period will be paid according to stipend rates;

a stipend % 0 means that all researcher months in a given period will be paid according to employment rates

## Full mobility allowance %

This will be an estimate since it is difficult to anticipate the family status of experienced researchers who will be recruited by the host. The form will be pre-filled with an amount that is negotiable as long as the host can support the claim adequately.

## Average Travel Allowance (Euro)

In order to estimate the travel allowance for the researchers (for whom the place of origin is not known at the proposal & negotiation stages) an average distance has been defined.

On the basis of this distance the corresponding amount for the travel allowance has been selected from table 2 in section 2.8 of the Work Programme and appears for your information in the field 'Average Travel Allowance'. . This amount is negotiable as long as the host can support the claim adequately.

Distance* (km)	Fixed-amount contribution (€)
< 500	250
500 – 1 000	500
1 000 – 1 500	750
1 500 – 2 500	1 000
2 500 – 5 000	1 500
5 000 – 10 000	2 000
>10 000	2 500

*Source:HRM Work Programme section 2.8.1*

\* Direct distance (as the crow flies) based on latitude and longitude between the two locations.

## Research classified as Laboratory-based

This helps determine the contribution to the research/transfer of knowledge programme expenses in the case of the fixed amount scheme.

It consists of a fixed amount:

500€ per researcher-month: for laboratory based research projects

250€ per researcher-month: for non-laboratory based research projects or

Whether the research is classified as laboratory based or not is decided at the evaluation stage after examining the proposed research project.

## Fixed amount or Real Expenses

The TOK-DEV scheme has two options for the hosted researchers (including the staff members during the return phase):

Fixed contribution to the research/transfer of knowledge programme expenses of €250 per researcher-month for non laboratory based research projects, € 500 per researcher-month for laboratory based research projects;

or

Contribution to the research/transfer of knowledge programme expenses on a real cost basis for expenses related to the project, including equipment costs, with a maximum of 1200 € per researcher–month.

When members of the staff of the host organisation are seconded to a pre-selected partner organisation there is a contribution to the research training/transfer of knowledge programme expenses (up to a maximum of 800 €/researcher-month on a real cost basis) for the partner organisation where the outgoing researcher is sent

The TOK-IAP scheme has two options:

Fixed contribution to the research/transfer of knowledge programme expenses of € 250 per researcher-month for non laboratory based research projects, € 500 per researcher-month for laboratory based research projects;

or

Contribution to the research/transfer of knowledge programme expenses on a real cost basis for expenses related to the project, including equipment costs, with a maximum of 800 € per researcher–month.

## Overall Maximum Community Contribution

At the end of the negotiation exercise the relevant columns (please see the table below) of the form A5b will detail the global financial envelope for the project by periods of 12 months. Together with the information of the A4b this information will be reproduced in the contract.

Action	- A -	- B -	- C -	- D -	- E -	- F -	- G -	- H -	- I -
<b>RTN</b>	X	X	X	X	X	X	X	X	X
<b>EST</b>	X	X	X	X	X	X	X	X	-
<b>TOK – DEV</b>	X	X	X	X	-	X	X	X	X
<b>TOK - IAP</b>	X	X	X	-	-	X	X	X	X
<b>SCF</b>	X	X	-	-	X	X	X	-	X
<b>LCF</b>	X	X	-	-	X	-	X	-	-
<b>EIF</b>	X	X	X	X	X	-	X	X	-

<b>OIF</b>	X	X	X	-	X	-	X	X	-
<b>IIF Main phase</b>	X	X	X	-	X	-	X	X	-
<b>IIF Return phase</b>	-	-	-	-	X	X	X	X	-
<b>EXT</b>	X	X	X	-	-	X	X	X	X
<b>EXC</b>	X	X	X	-	-	X	X	X	X
<b>ERG</b>	-	-	-	-	-	-	X	-	X
<b>IRG</b>	-	-	-	-	-	-	X	-	X

## Reporting period

According to the contract the project is divided into reporting periods. For the contractually defined reporting periods the coordinator will be required to supply reports. For TOK the periodicity will be 12 months starting from the project start date. At the start of negotiations the form A9 will be pre-filled with the relevant number and (the relative) periodicity of reporting periods. When the 'Requested project start date' is entered on the A1 form during negotiations the relative periods will automatically be converted into real dates.

## Start Date

This is the date by which the stated deliverable/milestone shall take place.

## Type & Subject

Please choose the most suitable labels to describe your deliverables/milestones according to the table below:

<b>Milestones &amp; deliverables:</b>	
<b>Type</b>	<b>Subject</b>
<b>Meeting</b>	Information meeting
	Kick-off meeting
	Mid Term Review
	Annual meeting
	Other (free text field)
<b>Workshop</b>	Free text field
<b>Report</b>	Initial Outline Report
	Updated Outline Report
	Final Outline Report
	Periodic Activity Report
	Final Activity Report
	Periodic Management Report
	Final Management Report
	Mid Term Review Report
	Other (free text field)
<b>Document</b>	Financial Statement
	Audit Certificate
	Publication
	Proceedings
	Other (free text field)

<b>Other</b>	Free text field
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## Responsible

Please choose between the following:

<b>Milestones &amp; deliverables:</b>
<b>Responsible</b>
Participant 1 (coordinator)
Participant 2
....
Participant N
Commission

## Comments

Free text field. Please provide any information relevant for a better understanding of the milestone/deliverable concerned.

## Project Quality Indicators

In addition to the milestones and deliverables the Human Resources and Mobility programme would like to monitor the quality of the funded projects through a set of indicators that are shown in form A10.

Where possible, the contractors are asked to suggest any additional indicators in the remaining table rows.

## Marie Curie action-code

The abbreviations for the Marie Curie actions are:

<b>Marie Curie actions</b>			<b>Code</b>
Host-driven actions	Marie Curie Research Training Networks		<b>RTN</b>
	Marie Curie Host Fellowships	Early-stage Research Training	<b>EST</b>
		Transfer of Knowledge	<b>TOK</b>
	Marie Curie Conferences and Training Courses	Series of Events	<b>SCF</b>
Large Conferences		<b>LCF</b>	
Individual-driven actions	Marie Curie Individual Fellowships	Intra-European Fellowships	<b>EIF</b>
		Outgoing International Fellowships	<b>OIF</b>
		Incoming International Fellowships	<b>IIF</b>
Excellence promotion and recognition	Marie Curie Excellence Grants		<b>EXT</b>
	Marie Curie Excellence Awards		<b>EXA</b>
	Marie Curie Chairs		<b>EXC</b>
Return and re-integration mechanisms	Marie Curie European Reintegration Grants		<b>ERG</b>
	Marie Curie International Reintegration Grants		<b>IRG</b>

## Scientific Panel

This is the code chosen at the proposal stage from the table below. The code indicates the main scientific area of relevance to your proposal (not applicable to **SCF/LCF, EXT, EXC, EXA**)

Description	Code
Chemistry	CHE
Social and Human Sciences	SOC
Economic Sciences	ECO
Engineering sciences	ENG
Environment and geosciences	ENV
Life sciences	LIF
Mathematics and information sciences	MAT
Physics	PHY

## European Economic Interest Group (EEIG)

The EEIG is a flexible and light transnational structure, which enables its members to interlink some of their economic activities while retaining their economic and legal independence. The formation of an EEIG gives rise to an independent legal entity with legal capacity, eligible to propose as a single participant if the members fulfil the minimum consortium criterion. If a participant has the legal status of an EEIG, a document on the composition of the EEIG has to be added to the technical part of the proposal, in order to allow the Commission to check the eligibility criterion of the minimum consortium (see Evaluation Manual and call text).

# Contract Preparation Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Transfer of Knowledge

# A1

Proposal Number<sup>1</sup>

Proposal Acronym<sup>2</sup>

## GENERAL INFORMATION ON THE PROPOSAL

Proposal Title<sup>3</sup>

Marie Curie action-code

Scientific Panel

Duration in months<sup>4</sup>

Call (part) identifier<sup>5</sup>

Keyword code 1<sup>7</sup>

Keyword code 2<sup>7</sup>

Keyword code 3<sup>7</sup>

Requested project start date

Free keywords<sup>8</sup>

Abstract<sup>9</sup> (max. 2000 char.)

# Contract Preparation Forms



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6<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Transfer of Knowledge

# A2a

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>		Participant number <sup>32</sup>	
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## INFORMATION ON PARTICIPANTS 1 OF 3 (ONE FORM PER PARTICIPANT)

### Participating organisation

Organisation legal name<sup>10</sup>

Organisation short name<sup>11</sup>

### Legal address

PO Box<sup>12</sup>

Postal Code

Cedex<sup>12</sup>

Street name and number<sup>12</sup>

Town

Country<sup>13</sup>

Internet homepage

Legal registration number<sup>14</sup>

VAT number<sup>15</sup>

If necessary, legal trade register<sup>16</sup>

Activity Type<sup>18</sup> HE, RES, IND, OTH

### Legal status<sup>19</sup>

Is your organisation governmental or private?<sup>Error! Reference source not found.</sup> (GOV/PRIV)

If your organisation is governmental, is it an international (intergovernmental) or a national governmental organisation?<sup>24</sup> (INO/NAO)

If your organisation is an international governmental organisation, is it an international European interest organisation?<sup>25</sup> (YES/NO)

If your organisation is private, is it a public body?<sup>23</sup> (YES/NO)

If your organisation is private and is not a public body, does a Member State or an Associated State guarantee its participation? (YES/NO)

Is your organisation commercial or non-commercial?<sup>21</sup> (C/NC)

If your organisation is private commercial, please specify the type<sup>22</sup>

If your organisation is private commercial, please complete the following table

Annual turnover (in euro)	Number of employees	Balance sheet total (in euro)	Year

Is your organisation controlled by 25% or more by one or several legal entity(ies)? (YES/NO)

Are there dependencies between your organisation and (an)other participant(s) in the proposal?<sup>27</sup> (YES / No)

If yes, participant number

If yes, organisation short name

If yes, participant number

If yes, organisation short name

If yes, participant number

If yes, organisation short name

Total R&D expenditure (in euro)

Number of R&D personnel

Number of researchers and engineers

Female

Male

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Transfer of Knowledge

# A2b

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>		Participant number <sup>32</sup>	
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## INFORMATION ON PARTICIPANTS 2 OF 3 (ONE FORM PER PARTICIPANT)

### Administrative official authorised to sign the contract

Name		First name(s)	
Title <sup>29</sup>			Sex <sup>30</sup> : Female=F, Male=M
Phone <sup>31</sup>		Fax <sup>31</sup>	
e-mail			

### Second administrative official authorised to sign the contract

Name		First name(s)	
Title <sup>29</sup>			Sex <sup>30</sup> : Female = F, Male = M
Phone <sup>31</sup>		Fax <sup>31</sup>	
E-mail			

### Main department/faculty/institute/laboratory carrying out the work<sup>28</sup>

Department/Faculty/Institute /Laboratory name			
Address (if different from legal address)			
PO Box <sup>12</sup>		Postal Code	Cedex <sup>12</sup>
Street name and number <sup>12</sup>			
Town		Country <sup>13</sup>	
<b>Scientist-in-Charge<sup>35</sup></b>			
Name		First name(s)	
Title <sup>29</sup>			Sex <sup>30</sup> : Female = F, Male = M
Phone <sup>31</sup>		Fax <sup>31</sup>	
E-mail			

### Other major department/faculty/institute/laboratory carrying out the work (if necessary)<sup>28</sup>

Department/Faculty/Institute /Laboratory name			
Address (if different from legal address)			
PO Box <sup>12</sup>		Postal Code	Cedex <sup>12</sup>
Street name and number <sup>12</sup>			
Town		Country <sup>13</sup>	

Previously submitted similar proposals or signed contracts?<sup>34</sup> (YES / NO)

If yes, programme name(s) and year	
If yes, proposal or contract number(s)	

# Contract Preparation Forms



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# A2c

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>		Participant number <sup>32</sup>	
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## INFORMATION ON PARTICIPANTS 3 OF 3 (ONE FORM PER PARTICIPANT)

### Certified Declaration by each participant (including the co-ordinator - participant n°1)

I certify that the information relating to our organisation set out in forms A2, A3 and A5 is accurate and correct, that the estimated costs meet the criteria for eligible costs for FP6 projects, as established by the EC contract and our normal cost accounting principles, and that they reflect the estimated costs expected to be incurred in carrying out the work described in Annex I (description of work).

I also certify that

*Organisation legal name*<sup>10</sup>

is committed to participate in the above mentioned project;

- has stable and sufficient sources of funding to maintain its activity throughout its participation in the project and to provide any counterpart funding necessary.
- has or will have the resources as and when needed to carry out its involvement in the above mentioned project.

As required by Article 93 of Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities [OJ L248, 16.09.2002, p. 1], I certify that none of the following cases apply to our organisation:

- it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- it has been convicted of an offence concerning its professional conduct by a judgement which has the force of *res judicata*;
- it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- it has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- it has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, it has been declared to be in serious breach of contract for failure to comply with its contractual obligations.

I understand that any potential contractor who has committed an irregularity in the implementation of any other indirect action may be excluded from the selection procedure at any time, with due regard being given to the principle of proportionality (as provided for in Article 10.5 of the Rules for participation and dissemination of results of the Sixth Framework Programmes).

<i>Name</i> <sup>38</sup>		<i>First name (s)</i>	
<i>Date</i> DD/MM/YYYY		<i>Signature of the administrative official authorised to sign the contract or to commit the organisation</i>	

The participant organisation is aware that:

- any potential contractor who can not certify that none of the above situations apply, shall be excluded from participation in any future contract;
- any potential contractor having been found guilty of misrepresentation in supplying the information required as a condition for participation in the contract or failing to supply such information shall be excluded from participation in any future contract;

<b>Only for non-public bodies:</b> Legal documents establishing the organisation are attached <sup>36</sup> YES/NO	
If NO, date (dd/mm/yyyy) and Commission programme name for delivery of legal documents during last six months or confirmation that the information provided more than six months ago has not changed (and the date and name of Commission programme to which information was provided)	

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Marie Curie Actions  
**Host Fellowships:**  
- Transfer of Knowledge (TOK-DEV)

# A4a

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>		PARTICIPANT N <sup>o32</sup>	
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## INDICATIVE PERIODIC PROJECT DELIVERABLES BY PARTICIPANT

Year	RECRUITED FELLOWS by HOST							«OUTGOING» Researchers from Coordinator				
	Experienced Researchers (4-10 years)				Experienced Researchers (> 10 years)				Experienced Researchers (4-10 years)		Experienced Researchers (> 10 years)	
	Full-time Person Months	Indicative number of researchers			Full-time Person Months	Indicative number of researchers			Full-time Person Months	Indicative number of researchers seconded	Full-time Person Months	Indicative number of researchers seconded
		Total Active during period	Newly appointed for			Total Active during period	Newly appointed for					
		<12 months	≥12 months			<12 months	≥12 months					
1												
2												
3												
4												
5												
<b>Total</b>												

% with stipends		% with stipends		% stipends		% stipends	
% of Researchers with Full Mobility Allowance		% of Researchers with Full Mobility Allowance					
Average Travel Allowance (Euro)							
Country for Host							
Negotiated monthly re-imbusement of specific expenses in training partner organisation							

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Marie Curie Actions  
**Host Fellowships:**  
- **Transfer of Knowledge (TOK-DEV)**

# A4b

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>	
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## OVERALL INDICATIVE PROJECT DELIVERABLES

	INCOMING RESEARCHERS						OUTGOING RESEARCHERS					
	Experienced Researchers (4-10 years)			Experienced Researchers (> 10 years)			Experienced Researchers (4-10 years)			Experienced Researchers (> 10 years)		
	Full-time Person Months	Indicative number of researchers	Stipend (%)	Full-time Person Months	Indicative number of researchers	Stipend (%)	Full-time Person Months	Indicative number of researchers	Stipend (%)	Full-time Person Months	Indicative number of researchers	Stipend (%)
1												
2												
3												
4												
5												
Sub-Total												

Research classified as Laboratory-based (Y/N)	
Contribution to the research/transfer of knowledge calculated on <b>Fixed amount (F)</b> or <b>Real expenses (R)</b>	

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Marie Curie Actions  
**Host Fellowships:**  
- Transfer of Knowledge (TOK-IAP)

# A4a

Proposal Number <sup>1</sup>	Proposal Acronym <sup>2</sup>	PARTICIPANT N <sup>o32</sup>
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## INDICATIVE PERIODIC PROJECT DELIVERABLES

### PARTICIPANT'S STAFF MEMBERS TO PARTICIPATE IN TRANSECTORIAL MOBILITY (UNDER SECONDMENT)

YEAR <sup>0</sup>	Experienced Researchers (4-10 years)				Experienced Researchers (> 10 years)			
	Full-time Person Months	Indicative number of researchers		Full-time Person Months <sup>0</sup>	Indicative number of researchers			
		Total Active during period	Newly seconded during period for		Total Active during period	Newly seconded during period for		
			<12 months			≥12 months	<12 months	≥12 months
1								
2								
3								
4								
5								
<b>TOTAL</b>								

% with stipends	% with stipends	% stipends	% stipends
% of Researchers with Full Mobility Allowance	% of Researchers with Full Mobility Allowance		
Average Travel Allowance (Euro)			
Country for Host			

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Development and Demonstration

Marie Curie Actions  
**Host Fellowships:**  
- **Transfer of Knowledge (TOK-IAP)**

# A4b

Proposal Number <sup>1</sup>	Proposal Acronym <sup>2</sup>
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## OVERALL INDICATIVE PROJECT DELIVERABLES

FROM PARTICIPANT	INCOMING RESEARCHERS to CO-ORDINATOR						TO PARTICIPANT	OUTGOING RESEARCHERS from CO-ORDINATOR					
	Experienced Researchers (4-10 years)			Experienced Researchers (> 10 years)				Experienced Researchers (4-10 years)			Experienced Researchers (> 10 years)		
	Full-time Person Months	Indicative number of researchers	Stipend (%)	Full-time Person Months	Indicative number of researchers	Stipend (%)		Full-time Person Months	Indicative number of researchers	Stipend (%)	Full-time Person Months	Indicative number of researchers	Stipend (%)
1							1						
2							2						
3							3						
4							4						
5							5						
<b>Sub-Total</b>							<b>Sub-Total</b>						

Research classified as Laboratory-based (Y/N)	
Contribution to the research/transfer of knowledge calculated on <b>Fixed amount (F)</b> or <b>Real expenses (R)</b>	





# Contract Preparation Forms



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6<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

## Marie Curie Actions Host Fellowships Transfer of Knowledge (TOK-DEV)

# A5b

Proposal Number<sup>1</sup>

Proposal Acronym<sup>2</sup>

### OVERALL MAXIMUM COMMUNITY CONTRIBUTION<sup>0</sup>

Year <sup>0</sup>	Eligible expenses for the activities carried out by the researchers					Eligible expenses related to the activities of the host organisations				Maximum EC contribution  (in euro)
	-A- Monthly Living Allowance	Trans-national Mobility		-D- Career Exploratory Allowance	-E- Participation expenses of the eligible researchers	-F- Research/ training/ transfer of knowledge	-G- Management and Audit Certification	-H- Overheads	-I- Other types of eligible expenses	
	Costs (in euro)	-B- Travel Allowance	-C- Mobility Allowance	Costs (in euro)	Costs (in euro)	Costs (in euro)	Costs (in euro)	Costs (in euro)	Costs (in euro)	
Total										



# Contract Preparation Forms



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Research, Technological  
Development and Demonstration

Marie Curie Actions  
Host Fellowships  
Transfer of Knowledge

# A6

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>
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## Banking information

<b>Account holder</b>			
<i>Account holder legal name</i>			
<b>Account holder legal address</b>			
<i>PO Box<sup>12</sup></i>		<i>Postal Code</i>	<i>Cedex<sup>12</sup></i>
<i>Street name and number<sup>12</sup></i>			
<i>Town</i>		<i>Country<sup>13</sup></i>	
<i>VAT number<sup>15</sup></i>			
<b>Contact person of the account holder</b>			
<i>Name</i>		<i>First name(s)</i>	
<i>Phone<sup>31</sup></i>		<i>Fax<sup>31</sup></i>	
<i>E-mail</i>			

<b>Bank name</b>			
<b>Branch address</b>			
<i>Postal Code</i>		<i>Cedex<sup>12</sup></i>	
<i>Street name and number<sup>12</sup></i>			
<i>Town</i>		<i>Country<sup>13</sup></i>	

## Structure of bank account

<b>Belgique/België</b>	□□□	-	□□□□□□□□	-	□□
<b>Danmark</b>	□□□□		□□□□□□□□□□		
<b>Deutschland</b>	□□□□□□		□□□□□□□□□□		
<b>Greece</b>	□□□□□□		□□□□□□□□□□□□□□□□□□		
<b>España</b>	□□□□		□□□□□□□□□□□□		
<b>France</b>	□□□□□□		□□□□□□□□□□□□□□□□		□□
<b>Ireland/UK</b>	□□		□□□□□□□□□□		
<b>Italia</b>	□□□□□□		□□□□□□□□□□□□□□□□		
<b>Luxembourg</b>	□□□□□□		□□□□□□□□□□□□		
<b>Nederland</b>	□□□□□□		□□□□□□□□		
<b>Norway</b>	□□□□		□□□□□□□□		
<b>Österreich</b>	□□□□□□		□□□□□□□□□□□□		
<b>Portugal</b>	□□□□□□		□□□□□□□□□□□□□□□□		□□
<b>Suomi/Finland</b>	□□□□□□		□□□□□□□□□□□□□□		
<b>Sverige</b>	□□□□□□		□□□□□□□□□□□□		
<b>NORDBANKEN</b>	□□□□□□		□□□□□□		
<b>Other Countries</b>	□□□□□□		□□□□□□□□□□□□□□□□□□		

<b>IBAN (optional)</b>	□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□
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We certify that above information declared is complete and true.

<b>BANK STAMP + SIGNATURE BANK REPRESENTATIVE</b>
(both obligatory)

<b>DATE + SIGNATURE ACCOUNT HOLDER</b>
(Obligatory)

# Contract Preparation Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
Host Fellowships  
Transfer of Knowledge

# A7

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>	
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## Confirmation of additional financial information annexed to the contract preparation forms

*For the coordinator (information is obligatory, except for public bodies and for contractors whose participation is guaranteed by a Member State/Associated State)<sup>36</sup>:*

Audited financial accounts for the last three full financial years (certified profit and loss accounts + balance sheets) YES/NO

Financial information for the last full financial year in the format enclosed in Form A8 YES/NO

*For contractors other than the co-ordinator (information obligatory under certain circumstances<sup>44</sup>)*

Participant number of contractor concerned

Audited financial accounts for the last three full financial years (certified profit and loss accounts + balance sheets) YES/NO

Financial information for the last full financial year in the format enclosed in Form A6 YES/NO

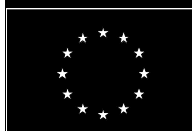
If the answer to the above two questions is NO, Commission programme name and contract number to which the information has been supplied in the last 12 months

## Certified declaration by the co-ordinator (participant n°1)

I certify that the information set out in forms A1, A3, A4, A5 and A6 is accurate and correct and agreed by all contractors (if applicable). I also confirm that our organisation is committed to participate to the above-mentioned project and to act as co-ordinator for the project.

Name <sup>38</sup>		First name (s)	
Date DD/MM/YYYY		Signature of the administrative official authorised to sign the contract or to commit the organisation	

# Contract Preparation Forms



EUROPEAN COMMISSION  
6<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
Host Fellowships  
Transfer of Knowledge

# A8

Proposal Number <sup>1</sup>		Proposal Acronym <sup>2</sup>		Participant number <sup>32</sup>	
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## Simplified balance sheet and profit and loss account<sup>45</sup>

Closing date <sup>46</sup> t0 (dd/mm/yyyy)		Duration <sup>46</sup> t0 (months)		Closing date <sup>46</sup> t-1 (dd/mm/yyyy)		Duration <sup>46</sup> t-1 (months)	
Less than three annual balance sheets YES/NO				Currency			

Balance sheet (time t)		
Assets	t0	t-1
1. Subscribed capital unpaid		
<b>2. Fixed assets (2.1+2.2+2.3)</b>		
2.1 Intangible fixed assets		
2.2 Tangible fixed assets		
2.3 Financial assets		
<b>3. Current assets (3.1+3.21+3.22+3.3+3.4)</b>		
3.1 Stocks		
3.2.1 Debtors due within one year		
3.2.2 Debtors due after one year		
3.3 Cash at bank and in hand		
3.4 Other current assets		
<b>Total assets (1.+2.+3.)</b>		
Liabilities	t0	t-1
<b>4. Capital and reserves (4.1+4.2+4.3+4.4)</b>		
4.1 Subscribed capital		
4.2 Reserves		
4.3 Profit and loss brought forward		
4.4 Profit and loss brought forward for the financial		
<b>5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)</b>		
5.1.1 Long term non-bank debt		
5.1.2 Long term bank debt		
5.2.1 Short term non-bank debt		
5.2.2 Short term bank debt		
<b>Total liabilities (4.+5.)</b>		
Profit and loss		
	t0	t-1
6. Turnover		
7. Variation in stocks		
8. Other operating income		
9. Costs of material and consumables		
10. Other operating charges		
11. Staff costs		
<b>12. Gross operating profit (6.+7.+8.-9.-10.-11.)</b>		
13. Depreciation and value adjustments on non-financial assets		
<b>14. Net operating profit (12.-13.)</b>		
15. Financial income and value adjustments on financial assets		
16. Interest paid		
17. Similar charges		
<b>18. Profit/loss on ordinary activities (14.+15.-16.-17.)</b>		
19. Extraordinary income and charges		
20. Taxes on profits		
<b>21. Profit/loss for the financial year (18.+19.-20.)</b>		





Proposal Number <sup>1</sup>	Proposal Acronym <sup>2</sup>	
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**PROJECT QUALITY INDICATORS**

Actions	Host Driven Actions			Yes/No
			TOK	
<b>Project Quality Indicators<sup>0</sup></b>				
<i>Contract deviation</i>			Ratio PMY filled / offered	
<i>Level of satisfaction (assessment questionnaire)</i>			Level of satisfaction of the fellows	
			Career prospective of the participants	
<i>Career development (follow-up questionnaire)</i>			Career development of the fellows	
<i>International aspects (periodic report &amp; assessment questionnaire)</i>				
<i>Scientific achievements and dissemination (periodic/final report, questionnaire)</i>			Scientific results achieved (by type)	
<i>Multidisciplinarity (periodic report &amp; questionnaire)</i>			Inter-sectorial collaboration	
<i>Miscellaneous (mid term review, periodic report &amp; assessment questionnaire)</i>				

## **Additional Explanatory Notes**

### **1. Proposal number**

The proposal number has been assigned by the Commission as the unique identifier for your project. It cannot be changed. The proposal number **should appear on each page of the contract preparation documents (part A and part B)** to prevent errors during their handling.

### **2. Proposal acronym**

The proposal acronym as given in the submitted proposal. It cannot be changed unless agreed so during the negotiations. The **same acronym should appear on each page of the contract preparation documents (part A and part B)** to prevent errors during their handling.

### **3. Proposal Title**

The title (no longer than 200 characters) as given in the submitted proposal. Minor corrections are possible if agreed so during the negotiation. It should be understandable also to the non-specialist in your field.

### **4. Total duration in months**

The estimated duration of the project in full months.

### **5. Call Identifier**

The call identifier is the reference number given in the call you were addressing, as indicated in the publication of the call in the Official Journal of the European Union. You have to use the identifier given by the Commission in the letter opening the negotiation.

### **7. Keyword codes from thesaurus**

These are the codes (maximum 3) from your original proposal for keywords characterising your project from the hierarchical list available at <http://www.cordis.lu/fp6/keywords>. Changes are possible.

### **8. Free keywords**

These are the free keywords from your original proposal. Changes and additions are possible. (maximum 100 characters including spaces, commas etc.).

### **9. Abstract**

This is the abstract from your original proposal.

You should not use more than 2,000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how the objectives will be achieved, and their relevance to the objectives of the Specific Programme and the Work Programme. This summary will be used as the short description of the project for the public following contract signature and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. Even if the rest of the proposal is written in a language other than English, the proposal abstract should be written in English.

## 32. Participant number

The number allocated to each of the participants in the proposal.

A participant is defined in Article 7 of the applicable Regulation on the rules for participation and would be a signatory to the contract with the Commission for the purpose of the proposed project, contrary to a partner institution.

In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.

### Special cases:

**TOK (Development Scheme – Phase 1 only (Knowledge Acquisition (KA)):** The participant institution in the EU or in an Associated State is the only participant and is always number one.

**TOK (Development Scheme – Phase 1 (KA) & Phase 2 Knowledge Transfer (KT)):** While there is *only one participant* there will be one or several partner institutions. The participant institution in the EU or in an Associated State is always number one and the partner institution(s) follow sequentially.

**TOK (Industry-Academia Strategic Partnership Scheme):** There are always several (at least two) participants and no partners.

## 10. Organisation legal name

Official name of the participant organisation. If applicable, name under which the participant is registered in the official trade registers.

## 11. Organisation short name

The short name chosen by the participant for this proposal. This should normally not be more than 20 characters and the same should be used for the participant in all documents relating to the proposal.

## 12. Address data

Only the fields forming your complete postal address should be filled. If your address is specified by an indicator of location other than a street name and number, please insert this instead.

## 13. Country

The name of the country as commonly used.

## 14. Legal registration number

If applicable, the organisation's legal national registration number.

## 15. VAT number

If applicable, the organisation's Value Added Tax (VAT) number from the VAT register.

## 16. Legal trade register (IP – remove if A2 of IP is not adopted)

If necessary to obtain a complete identification of your organisation, insert code of the legal trade register, e.g. the Chambers of Commerce register or the business register.

## 18. Activity Type

The activity type chosen in the proposal as being the most appropriate to the organisation (only one box), according to the following explanations:

- **HE-Higher Education:** organisations only or mainly established for higher education/training, e. g. universities, colleges
- **RES-Research:** organisations only or mainly established for carrying out research activities
- **IND-Industry:** industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance;
- **OTH-Others:** Organisations not fitting in one of the above categories

## 19. Legal Status

The legal status of contractors in FP6 has to be characterised in several aspects, which are summarized in the set of questions:

Governmental or private?  
Commercial or non-commercial?

In addition:

- private organisations have to specify if they are public bodies in the sense of the FP6 rules for participation;
- governmental organisations have to specify if they are international (i.e. intergovernmental) or national; if they are international they have to further specify if they are international **European Interest** organisations
- private commercial organisations have to specify the exact type (e.g. SA, Ltd., GmbH, physical person).

The complete legal status will be deduced from the replies to the set of questions. Thus, the combinations reflected in the following overview are, in principle, possible:

Legal entity							
Governmental				Private			
Commercial		Non-commercial		Commercial		Non-commercial	
National	International (European interest Yes/No)	National	International (European interest Yes/No)	Public body	Non-public body	Public body	Non-public body

## 20. Governmental or private organisation

A governmental organisation is one owned by the state and/or acts on behalf of and represents the state or whose legal personality cannot be distinguished from the state. A private organisation is one whose legal personality is independent from the state (or any organ of that state) in which it is established.

Please insert “GOV” for governmental or “PRIV” for private, as applicable.

## 24. National or international governmental organisations

Governmental organisations can be national or international (i.e. intergovernmental, such as ESA, CERN, EMBL). Please insert “NAO” for national or “INO” for international organisation.

The question is **not applicable to private organisations**. These should insert “ – “. (multinational private companies or international private non-profit organisations are **not** regarded as international organisations in the above sense).

## **25. International European Interest Organisation**

These are international organisations (INO), the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation.

## **23. Public body**

In the sense of the FP6 participation rules, a public body is a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees. Please insert “YES” or “NO”, as applicable to your organisation.

Governmental organisations are public bodies by definition. These should insert ” - “.

Secondary and higher education establishments are considered to be public bodies.

## **21. Commercial or non-commercial organisation**

A commercial organisation is one whose primary activity is trade, commerce, or provision of services with a view to generating a profit, either in order to distribute it to its shareholders or owners (commercial and profit making organisations) or to use it in the implementation of its activities (commercial and non-profit making organisations like foundations).

A non-commercial organisation is one which is not commercial.

Please insert “C” for commercial or “NC” for non-commercial, as applicable.

## **22. Private commercial organisations**

For Private Commercial Organisations (PRC): the exact type of organisation (e.g.: SA, Ltd., GmbH, AG, independent person etc.) should be indicated.

## **26. Independence of an organisation (SME Criteria)**

In compliance with the Commission Recommendation 96/280/EC [ OJ L 107, 30.4.1996, p. 4.] relating to the definition of an SME, your answer to this question will be:

**NO:**

- if your organisation is not owned as to 25% or more of the capital or the voting rights by one enterprise, or jointly by several enterprises, falling outside the definition of an SME;

or

- if your organisation is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly ;

or

- if the capital of your organisation is spread in such a way that it is not possible to determine by whom it is held and if your organisation declares that it can legitimately

presume that it is not owned as to 25 % or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply.

or

- • if your organisation controls 25% or more of the capital or of the voting rights of other enterprises and/or if your organisation is owned as to 25% or more of your capital or voting rights by one enterprise or jointly by several enterprises, and if by cumulating the data of your organisation and these enterprises, the following figures are not exceeded:
  - number of personnel: fewer than 250 employees (annual working units).
  - either annual turnover: not exceeding €40 million ; or annual balance-sheet total: not exceeding €27 million.

**YES:** in any other cases.

## **27. Dependencies between participants**

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them.

To be regarded as independent, a legal entity must not be in a controlling relationship with another legal entity. A controlling relationship shall exist where one legal entity directly or indirectly controls the other or one legal entity is under the same direct or indirect control as the other.

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,
- or
- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

## **28. Department/faculty/institute/laboratory carrying out the work**

If in bigger organisations the legal address of the legal entity is different from the address(es) of the organisational unit(s) carrying out the project, please indicate here the address(es) of the organisational unit(s) involved. The address of the “main department” should be the address of the “Authorised contact person” in form A2b.

## **29. Title**

One of the following: Prof., Dr., Mr., Ms.

### **30. Sex**

This information is required for statistical purposes. Please indicate with an F for female or an M for male as appropriate.

### **31. Phone and fax numbers**

Please insert the full numbers including country and city/area code. Example +32-2-299.11.11.

### **35. Scientist in charge**

Please insert in this section the data of the main scientist in charge of the proposal for the participant. For participant number 1 (the co-ordinator), this will be the regular contact for the Commission concerning all issues of implementation of the contract.

The address of this person should be the one of the "Main department/ faculty/ institute/ laboratory carrying out the work" in form A2a.

### **34. Previously submitted similar proposals or signed contracts**

At the proposal stage you were asked to indicate if you (the participant) had submitted or was in the process of submitting the same or a similar proposal for funding under RTD Framework Programmes and/or has any contract(s) under such programmes by inserting a YES or a NO. If yes, you were asked to give the programme name, year of submission and proposal number or contract number. Please check the correctness of the information contained here and add any new information of relevance.

### **36. Legal documents establishing the organisation**

Participants (except public bodies) must provide up to date copies of the legal documents establishing the organisation, i. e. certificate of registration and (if applicable) articles of association.

If the participating organisation has not sent to the European Commission during the last six months, or if its status has changed since the documents were provided, then you must provide copies of these legal documents

If the participating organisation has already sent the documents earlier and there are no changes, you do not have to send the documents again. In this case, please give the date and programme name for which this information was provided to the Commission.

### **38. Name of the person signing**

The final version of the contract preparation forms agreed at the end of the negotiations must be signed (A2b by each contractor) by one of the four persons whose details have been completed in form A2b, i.e. either by the scientist in charge, the authorised contact person or by the first or the second administrative official authorised to sign the contract. Please insert the name of the person who is actually signing. The person signing must be entitled to legally commit his/her organisation.

#### **44. Additional financial information on contractors**

To verify the financial capacity of contractors, in certain cases and for certain types of contractors the Commission asks regularly for documents as listed in form A7. These documents have to be sent together with the contract preparation forms. The coordinator has always to send these documents (except for public bodies). In addition, during the negotiation, the Commission may, depending on its analysis of management risks, request the information listed in form A7 from other participants.

Public bodies need not provide additional financial information.

#### **45. Simplified balance sheet and profit and loss account**

Form A8 has to be completed only for the contractors identified in form A7 (see also note 44). Within form A8 financial data based on the company's balance sheet are collected in a standardised form. A correspondence table giving an explanation on the regrouping of different accounts with respect to the 4<sup>th</sup> Accounting Directive is provided on the following pages.

#### **46. t-1 and t0**

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

<b>FORM A8</b>
<b>BALANCE SHEET</b>
<b>ASSETS</b>
<b>1. Subscribed capital unpaid</b>
<b>2. Fixed assets</b>
2.1. Intangible fixed assets
2.2. Tangible fixed assets
2.3. Financial assets
<b>3. Current assets</b>
3.1. Stocks
3.2.1. Debtors due after one year
3.2.2. Debtors due within one year
3.3. Cash at bank and in hand
3.4. Other current assets
<b>Total assets</b>

<b>CORRESPONDANCE 4th ACCOUNTING DIRECTIVE</b>	
<b>ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>A. Subscribed capital unpaid</b>	A. Subscribed capital unpaid (including unpaid capital)
<b>C. Fixed Assets</b>	
B. Formation expenses as defined by national law	B. Formation expenses as defined by national law
C. I. Intangible fixed assets	C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
<b>D. Currents assets</b>	
D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
<b>Total assets</b>	

<b>LIABILITIES</b>	<b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>4. Capital and reserves</b>	<b>A. Capital and reserves</b>	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
<b>5. Creditors</b>	<b>C. Creditors</b>	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
<b>Total liabilities</b>	<b>Total Liabilities</b>	

**PROFIT AND LOSS ACCOUNT****PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)****6. Turnover**

7. Variation in stocks

8. Other operating income

9. Costs of material and consumables

10. Other operating charges

11. Staff costs

**12. Gross operating profit**

13. Depreciation and value adjustments on non financial assets

**14. Net operating profit**

15. Financial income and value adjustments on financial assets

16. Interest paid

17. Similar charges

**18. Profit or loss on ordinary activities**

19. Extraordinary income and charges

20. Taxes on profits

**21. Profit or loss for the financial year****1. Net turnover**

2. Variation in stock of finished goods and in work in progress

3. Work performed by the undertaking for its own purposes and capitalized.

4. Other operating income

5. (a) Raw materials and consumables

5. (b) Other external charges

8. Other operating charges

6. Staff costs

**Gross operating profit**

7. Depreciation and value adjustments on non financial assets

**Gross operating profit - Depreciation and value adjustments on non-financial assets**

Financial income and value adjustments on financial assets

Interest paid

Similar Charges

**Profit or loss on ordinary activities**

Extraordinary income and charges

Taxes

**Profit or loss for the financial year**

1. Net turnover

2. Variation in stocks of finished goods and in work in progress

3. Work performed by the undertaking for its own purposes and capitalized  
4. Other operating income5. (a) Raw materials and consumables  
5. (b) Other external charges

8. Other operating charges

6. (a) Wages and salaries  
6. (b) social security costs, with a separate indication of those relating to pensions

·

7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets  
7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned9. Income from participating interests  
10. Income from other investments and loans forming part of the fixed assets  
11. Other interest receivable and similar income  
12. Value adjustments in respect of financial assets and of investments held as current assets  
13. Interest payable and similar charges

15. Profit or loss on ordinary activities after taxation

16. Extraordinary income  
17. Extraordinary charges14. Tax on profit or loss on ordinary activities  
19. Tax on extraordinary profit or loss  
20. Other taxes not shown under the above items

21. Profit or loss for the financial year

