



ESF Exploratory Workshops

1 quai Lezay Marnésia • 67080 Strasbourg Cedex • France

Tel: +33 (0)3 88 76 71 48 or 46 • Fax: +33 (0)3 88 37 05 32

Email: ew-office@esf.org • <http://www.esf.org/workshops>

Rapid overview of financial and administrative procedure

Full details of the procedure to be followed for the preparation and organisation of your meeting may be found in the attached *Guidelines for Organisers of ESF Exploratory Workshops*. Please read these very carefully and comply with the instructions.

IMPORTANT: *All steps below take place using on-line forms or an upload process on a secure website. Before each step, convenors will receive an email with instructions, the address of the webpage and appropriate access codes. Web address and codes change for each step; convenors should therefore take care to store the emails with instructions and access details for future reference.*

- The acceptance of the award and its terms **must be confirmed by 15 January 2014** to the EW Administrator, indicating, title, dates, location of the Exploratory Workshop, full coordinates of co-convenors and/or local organisers (if relevant) and full bank details of an institutional account (for the transfer of funds), using the appropriate on-line form (see email/letter of award). After submission the organiser will automatically receive via email a .pdf version of the acceptance which should be signed and returned to ESF.
- The organiser should provide the following elements, prepared with the help of templates provided on the ESF website (<http://www.esf.org/workshops/guide>), to ESF **no later than 2 months before the meeting**, so that the **official ESF invitation** with accompanying documentation can be circulated to invitees in good time:
 - The letter of invitation;
 - The provisional programme;
 - The list of participants;
 - An updated, detailed budget (showing the breakdown of accommodation expenses, meals and estimated travel costs, as well as other local costs if appropriate, publications, administrative costs etc.);The above documentation should be uploaded as .rtf files at the address which will have been provided by email. The prospective list of participants should also be submitted online by filling in the electronic form at that same address (repeated access possible).
- **Subject to approval of the updated budget**, an **advance payment** of 80% of the ESF grant will be transferred to the organiser's institute/organisation no earlier than 2 months before the workshop.
- Payment of the remaining balance is subject to receipt **within 2 months of the meeting** of a **financial statement** and of a **scientific report**. The **scientific report** (see *Guidelines for contents*) should be uploaded as **one** document (.pdf or .doc format; 4 Mb max) at the address which will have been provided. The **financial statement** should be filled in online at the same address. After submission the organiser will automatically receive via email a .pdf version of the financial statement which should be signed by the organiser and by the institution's finance officer and returned to ESF (see *Guidelines for penalties in case of late submission*).

Please do not hesitate to contact the Exploratory Workshop (EW) Administrative Coordinator for any queries:

Nathalie Geyer-Koehler

✉ ew-office@esf.org

Please quote your Exploratory Workshop reference number (EW13-xxx) in any correspondence.



ESF Exploratory Workshops
Nathalie Geyer-Koehler / Isabelle May
1 quai Lezay-Marnésia
67080 Strasbourg Cedex - France
Tel: +33 (0)3 88 76 71 48 or 46
Email: ew-office@esf.org

Guidelines for Organisers of ESF Exploratory Workshops

Administration

1. The organiser must confirm acceptance of the award and its terms, as well as exact title, dates and location of the meeting to ESF using the online form at the web address indicated on the back of the letter of award and return a signed copy of the subsequently generated .pdf version of the acceptance to ESF.
2. The organiser is responsible for making preliminary contacts with all prospective participants. In order for the ESF Exploratory Workshop Administrator to send an **official invitation** and documentation to all participants, the organiser must provide the following information which will have been prepared with help of the templates provided on the ESF website (<http://www.esf.org/workshops/guide>) well in advance and at the very least 2 months before the workshop is due to take place:
 - The **letter** of invitation
 - The updated provisional **programme**, including starting and finishing times of the meeting;
 - An updated, detailed **budget**. *See point 1. of the Finance section for details*;
 - The prospective **list of all attendees** with full coordinates (postal and electronic) ;The above documentation should be uploaded as .rtf files (4Mb max) at the web address which will have been sent to the organiser with instructions.

In addition to the .rtf file, the list of attendees should also be submitted by filling in an electronic form on the ESF website. In line with French law and with European Union directives on the protection of personal data, it is the organiser's responsibility to inform participants that their information is being entered into the ESF database.
3. Practical information (i.e. instructions on how to reach the meeting place, addresses of hotel and meeting venue, maps, etc.) should be provided by the organiser directly to the participants.
4. To heighten awareness of the ESF, the organisers should clearly identify the workshop as an **ESF event**, in particular by including the ESF logo and announcing the meeting as an "ESF Exploratory Workshop on:..." in any advertisements, posters, web sites, etc. The EW Administrator will send a package to the organiser including ESF documentation to be distributed to participants. The ESF remit and ESF logos will be made available to organisers.
5. ESF will normally send an **official representative** from its Science Review Groups to Workshops. Organisers should therefore schedule within their provisional programme a 10-15 minute presentation of the ESF at the opening of the meeting. All costs incurred by the attendance of the ESF delegate (local and travel) will be covered by a separate ESF account and will therefore have no consequence on the workshop budget.

Convenors are asked to advance the local costs related to the representative's attendance and invoice the ESF directly for this after the meeting. Representative costs should not be included in the financial reporting of the workshop itself.

Finance

1. A **detailed budget** showing the breakdown of accommodation expenses, meals and estimated travel costs, as well as other costs if appropriate, should be sent to the EW Administrator for final approval, together with the documentation requested under point 2. of the *Administration* section.

Local administrative costs (where applicable) should not exceed 10% of the total ESF award. Such costs include administrative and technical assistance, printing, photocopying, telephone, fax, email etc. Costs linked to Publication/Proceedings are likewise limited to 10% of the award (**Note**: Funds allocated to post-workshop publications will be provisioned at ESF and kept for a maximum of 1 year). Honoraria are not paid by ESF.

In principle, meeting expenses of attendees from non-ESF member countries should be covered by sources other than the ESF grant. However, when sufficiently justified, the ESF and EW Administrator may take into consideration the partial or total funding of a limited number of such participants (maximum 10% of the total number of attendees) within the ESF budget.

Additional financial support provided by other organisations (if applicable) should be mentioned in the budget.

2. Following approval by the ESF Exploratory Workshop Administrator of the detailed budget, the ESF will pay in advance up to 80% of the award to the organiser for **direct coverage** of all **local costs** (accommodation, meals, meeting facilities, etc.) and **direct refund of travel to participants**. This advance payment will be made no earlier than 2 months before the workshop. With the transfer of funds, the organisers accept responsibility for the correct use of the ESF funds.
3. The remaining costs will be paid upon receipt by the ESF of the **financial report** and of the **scientific report** within 2 months of the workshop. *If the reports are not received within this deadline, the ESF reserves the right to retain the remaining funds. In the case of unreasonable delay (6 months or more), the advance will also have to be returned to ESF.*

For the financial report submitted after the meeting, when an institutional or other locally audited account is used it is sufficient to fill in the ESF financial statement form online (listing income and expenditure, with a degree of differentiation to indicate payments for accommodation and travel, meals, administration expenses, etc.) and forward a copy of the automatically generated report in .pdf format, signed by the organiser and the institution's finance officer (+ stamp) to the ESF together with a breakdown of travel costs (amount per person). If pertinent, it may also be accompanied by a more detailed breakdown of costs, in particular if the convenor benefited from multiple co-sponsoring. Original bills are not normally required unless specifically requested by ESF in earlier correspondence.

4. When, in very exceptional cases, the payment from ESF is made into an account not operated by an official organisation, the account holder must provide a detailed financial statement with original justification of all expenditure (travel tickets, bills, receipts, etc.). Unjustified items will not be eligible for reimbursement.
5. When making payments the organisers must follow the **ESF rules**, indicated opposite.
6. Any unused funds must be returned to ESF.

Scientific report

In addition to a **financial statement** on workshop expenditure, organisers are required to provide a **scientific report** online which will be the basis for the evaluation of the activity. A template for the Scientific Report is available at the ESF website (<http://www.esf.org/workshops/guide>). **Both of these reports should be received by the ESF Exploratory Workshop Administrator within two months of the workshop** (see "*Finance*", point 3, for consequences in case of delay).

The scientific report should be uploaded by the organiser as **one** document (.pdf or .doc format; 4 Mb max) at the address that will have been provided and should comprise the following items:

1. Executive summary (2 pages max)
2. Scientific content of the event (1 page min.)
3. Assessment of the results, contribution to the future direction of the field
4. Final programme
5. Statistical information on participants (age structure, gender repartition, countries of origin, etc.)
6. The Final list of participants (full name and affiliation)

Additional details on the contents of the Scientific Report are available on the submission website.

The list of participants previously submitted via an electronic form (providing full title and name, address, tel, fax, email) should also be updated on the ESF website.

Participation from the private sector

The participation of researchers from industry and the private sector in ESF meetings is welcome, and is subject to the basic principles set out below:

- All scientific actions within ESF take place "openly", i.e. there shall be no confidential information. Intellectual Property Right or copyright are the property of all participants contributing financially or intellectually to the activity.
- ESF does not favour any one private sector participant over another and so ESF activities are open to all researchers who have the expertise to be involved.
- Industrial and other private sector participants are normally responsible for their own costs related to travel, subsistence and accommodation (unless otherwise agreed with ESF and the EW Administrator).

It is the responsibility of the organiser to ensure that sponsors comply with ESF policy and to provide the necessary written agreements and documentation.

ESF financial rules for the coverage of attendees' expenses

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting, the convenors should only cover expenses incurred by attendance of the ESF meeting, unless extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

1. Direct refund of travel costs

- Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice should also be provided to the convenor.
- Train tickets and train supplements may be first class.
- Taxis should only be taken when convenient public transport is not available.
- Costs of health, life and luggage insurance are not reimbursed by the ESF.
- Cancellation insurance will only be reimbursed for PEX/APEX tickets.
- Use of private car (including road tolls and fuel) should be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent should be produced with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometers covered should be indicated. When two or more participants travel together by car, travel costs should be reimbursed to only one person.

2. Accommodation

Ideally, the convenor is invoiced directly by the Hotel or Conference Centre after the meeting. Invoices should not include individual meals or incidental expenses (such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc.) which should be paid directly by the guest before departure.

Individual reimbursements of room and breakfast should be made to participants only on the production of hotel bills.

3. Meals

When possible, meals should be provided for all participants within the meeting organisation.

Alternatively, the convenor may provide a lump sum of maximum 21 euros per lunch or dinner directly to participants.