



EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL

The Director-General

Brussels, 10 NOV. 2008
RTD/JMSR/PhC/LD D(2008) 584492

NOTE TO THE ATTENTION OF **Mr. COLASANTI, Director General, DG INFSO**
Mr. RUETE, Director General, DG TREN
Mr. ZOUREK, Director General, DG ENTR

Subject: FP7 Certification – Endorsement of the revised Guidance Notes for Beneficiaries and Auditors on Certificates issued by external auditors

You will find enclosed for your consideration and hopefully agreement the first update of the complete set of Guidance Notes for beneficiaries and auditors on FP7 audit certification issues published in March 2008.

As you may know, these Guidance Notes contain the necessary information to guide grant beneficiaries and their auditors in the preparation of Certificates on the Financial Statements and Certificates on the Methodology for calculating personnel costs and indirect costs under the European Community's 7th RTD Framework Programme.

The current update reflects modifications which are the product of experience, new developments and feedback from users collected since March 2008, such as:

- the modified FP7 Model Grant Agreement adopted by the Commission on 2nd October 2008.
- specific procedures to be performed by the auditors when establishing the Certificates on the Financial Statements in the context of Marie Curie Grants (Part II, 6.5).
- additional information/explanations further to questions raised through the Research Enquiry Service.

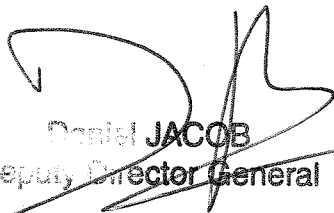
This document was elaborated in full collaboration with colleagues from operational, financial and administrative units, and after thorough exchange in the Working Group on FP7 Certification on the Methodology in which your services were represented. Moreover it is also important to stress that the European Federation of Accountants (FEE) was consulted on the suggested modifications and provided useful feedback.



It is my intention to update this document on a regular basis in the light of the experience gained.

I would appreciate to receive your approval (or comments) on the annexed document by the 21st November 2008. After that date, I will consider the attached document as the final version to be published on CORDIS and to be used by all our services.

Should you need further information, please refer to Mr. Philippe Coenjaarts, Head of Unit RTD.A.5 (Philippe.Coenjaarts@ec.europa.eu; tel. 67095).

Thank you in advance for your cooperation.


Daniel JACOB
Deputy Director General

 José Manuel SILVA RODRÍGUEZ 
Director-General

- Annexes :
1. First update of the FP7 Guidance Notes for Beneficiaries and Auditors
(with track-changes)
 2. First update of the FP7 Guidance Notes for Beneficiaries and Auditors
(without track-changes)

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