



EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL

The Director-General

Brussels, **29 JUL. 2009**
RTD.A.5/ PhC/LD/ D(2009) 550828
FP7 Certification on Methodology

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 second update of the
Guidance Notes for Beneficiaries and Auditors on FP7 Certificates
issued by external auditors

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

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 7th RTD Framework Programme.

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

- the adoption by the Commission on 23 June 2009 of the acceptability criteria for average personnel costs methodologies (Part I - 5.4)
- the average personnel costing methodologies for physical persons and SME owners who do not receive a salary (Part I – 5.3.4)
- additional information/explanations and rewording 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.

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 within three weeks. 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.



José Manuel SILVA RODRÍGUEZ

- Annexes :
1. Second update of the FP7 Guidance Notes for Beneficiaries and Auditors
(with track-changes)
 2. Second update of the FP7 Guidance Notes for Beneficiaries and Auditors
(clean version)

Copy : Directors DG RTD, P. Coenjaarts