



**Decision n°2 of the Head of Administration and Finance**

**Subject: Exceptional acceptance of alternative evidence for personnel costs where no employment contracts are available**

Elizabeth Gavin  
Head of Administration and Finance

Date  
**2.10.2013**

Having regard to the Financial Rules of the Clean Sky Joint Undertaking<sup>1</sup>,

Having regard to the provisions of Annex VI - Form D - Terms of reference for the certificate of financial statements<sup>2</sup> of the Grant Agreement for Members,

Having regard to the lack of standard evidence i.e. employment contracts at some beneficiaries for some personnel costs claimed,

Having regard that the lack of employment contracts represents a deviation from the Grant Agreement for Members provisions (Terms of reference for the certificate of financial statements),

Having regard to the knowledge and experience accumulated through various audits performed for previous years with respect to the cost claims submitted by the Clean Sky programme beneficiaries,

<sup>1</sup> CS-GB-049v1-15122008-CS Financial Rules

<sup>2</sup> CS-GB-2013-04 Annex VI GAM

Whereas:

- (1) The Head of Administration and Finance of the CS Joint Undertaking shall exceptionally take decisions on eligibility of costs to treat case by case discrepancies that may appear in the course of the ex-ante verification of the cost claims submitted by the beneficiaries of Clean Sky programme,
- (2) The auditors shall note and clearly state in the certificates of financial statements, that all employees for whom no employment contracts can be obtained and who have worked on Clean Sky projects, are covered by alternative evidence.
- (3) The alternative evidence shall consist of at least one element of each of the following two categories of documents or systems, which shall be duly provided by the beneficiaries:
  1. Engagement letter with annual pay letters/ promotion letter/ employment contract amendment/ recent appraisal file/ personal file
  2. payroll extract/salary slip/ bank statement/ accounting system extract

In all cases, the name and function of the employee shall be clearly identifiable for the auditor and a trail to the billed personnel costs shall be reconcilable.

- (4) The auditors may obtain additional information to support the alternative evidence for the personnel costs claimed, e.g. from collective bargaining agreements with unions (if existing), from external payroll agencies (if used by the beneficiary).

I hereby decide to accept and validate the declared personnel cost claims for those cases where no employment contracts are available, provided that the above mentioned conditions are met.

Done at Brussels, 2<sup>nd</sup> October 2013



Elizabeth Gavin  
*Head of Administration and Finance*