SERSCIDA Periodic Reporting 01.01.2012-30.06.2013.

**Narrative Description of Financial Reporting**

| WP | Beneficiary No. 1HRC Sarajevo | Beneficiary No. 2FORS | Beneficiary No. 3UGOT | Beneficiary No. 4UEssex | Beneficiary No. 5UL | Beneficiary No. 6IEN | Beneficiary No. 7FFZG |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | € 12,750.00Project co-ordinator, Lejla Somun-Krupalija, MA, part-time 50%, 8.5 pm salary. Coordinated project activities as per DOW: organising and moderating the Kick Off meeting and Steering Board Meetings, informal Skype meetings, establishing communication mechanisms between project partners, monitoring WP implementation and alerting partners about their responsibilities, participating in all WP tasks as support to lead partners and as support to HRC Sarajevo, lead preparation of the Bosnian Mapping Exercise, as well as web setting up and regular publishing, communication with University administration and financial staff, management and monitoring of human and financial resources. |  |  |  |  |  |  |
| *1* | *€ 255.65**CONSUMABLES: Task 1.1 Kick-off meeting refreshment (coffee breaks and light refreshments) and a few taxi transport costs (due to heavy snow) for 13 participants in Sarajevo.*  |  |  |  |  |  |  |
| *1* | *€ 190.95**TRAVELING: Task 1.1 Steering Board Meeting in Belgrade Lejla Somun-Krupalija payment of return air ticket Sa-Bg-Sa.*  |  |  |  |  |  |  |
| 2 | € 3,000.00Expert engaged on mapping exercise, tasks 2.1 and 2.1, Sasa Madacki, **2.4 pm** (participated in development of scope of research, questionnaires, interviews, analysis of data, report writing and presentation) |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 | € 1,250.00Expert engaged on development of policy dialogue, tasks 3.1 and 3,2, Sasa Madacki, **1 pm** through International Conference and Round Tables in BiH (participated in public events, intiatied meetings) |  |  |  |  |  |  |
| *3* | *€ 1,043.34**CONSUMABLES: Task 3.1 Two Round Table costs in Banja Luka (18 participants light refreshments* ***386.31****) and Mostar (35* *participants light refreshments* ***248.00****) to discuss DA purpose and means of establishment (coffee breaks* ***409.06****).* |  |  |  |  |  |  |
| 3 | *€ 9,026.48**TRAVELING: Task 3.2 Travel to Belgrade Conference for 19 participants from Bosnia to Serbia (cost of mini bus Sa-Bg-Sa for 17 participant s* ***916.64****, cost of rentacar for Banja Luka-Bg-BL for 3 participants* ***419.52****; full board accommodation for 19 persons for 2 nights and 1 full board accommodation for 1 person for 1 night* ***6,753.00****), and Task 3.1* *travel for Round Tables (for Somun-Krupalija and Madacki to Banja Luka and Mostar travel costs and DSA* ***380,07****; travel costs for meetings to Banja Luka and Mostar in preparation of Belgrade Conference, travel costs and DSA Madacki and Somun* ***557.25****)*  |  |  |  |  |  |  |
| 4 | € 750.00Expert engaged for work on building capacities, task 4.1, Sasa Madacki, **0.6 pm** in participation in study vistits and trainings |  |  |  |  |  |  |
| 4 | *€ 8,257.17**TRAVELING: Task 4.1 Travel costs Sasa Madacki and Lejla Somun-Krupalija to Ljubljana for Establishment Plan**Workshop in M17 DSA: Somun travel costs to Ljubljana* ***41.40****; 2 airplane tickets Sa-Lj-Sa* ***679.19****, 2 nights each (total 4 nights) in hotel* ***403.69****, DSA and airport transport costs* ***760****, and Task 4.2 Travel costs to Colchester for UK Data Archive Training for Sasa Madacki (DSA, visa costs and airport transfer* ***780.00****), Fedja**Kulenovic (visa costs and DSA* ***659.47****), Dalibor Pancic (travel Banja Luka-Sa-BL, visa costs and DSA* ***716.57****) and Lejla Somun-Krupalija (visa costs and DSA* ***574.57*** *and airplane ticket* ***518.96****), hotel accommodation in Colchester (4 persons 2 nights each, total 8 nights* ***1,370.10****), 3 airplane tickets (Madacki, Pancic, Kulenovic)* ***1,753.22*** |  |  |  |  |  |  |
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| 6 | € 4,250.00Expert engaged for work on developing web page, disseminating project activities, task 6.1, Sasa Madacki, **3.4 pm** in participation in study vistits and trainings |  |  |  |  |  |  |
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| 6 | **€ 184.07****Translator engaged for translation of SERSCIDA web page from Engilsh into local languages as per invoice (€7.67 per page)** |  |  |  |  |  |  |
| 6 | **€ 766.94****Designer engaged to provide SERSCIDA web page logo design and web page design** |  |  |  |  |  |  |