



EUROPEANA SOUNDS

Project Number: 620591

Financial Reporting to the EC

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http://ec.europa.eu/information_society/activities/ict_psp/



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1 PROCESS OF FINANCIAL REPORTING TO THE EC

Reporting to the EC is required after each reporting period. All costs incurred in this period have to be reported. The four quarterly reports you have created will be the basis for reporting to the EC and will help you to create your financial statement.

All costs must be listed in as much detail as required by the EC's Financial Procedures in order to avoid any delays to the interim payment (if information is missing or unclear, you will be asked by the EC to provide this information). We kindly ask you to make sure that all the required information is filled in.

After the Use of Resources Word document has been verified by BL, you will be requested by BL to enter your details into NEF, the EC's online reporting system. All costs and efforts must be listed in the EC's online portal by each partner. BL will inform you when NEF is accessible.

For more detailed information and helpful videos, please have a look here: <http://ec.europa.eu/research/participants/help/display/iKnowextern/2.+Declaring+Costs%2C+Uploading+a+CFS+and+Uploading+a+Periodic+Report+in+NEF>

1.1 How to Create Financial Statements and Submit Periodic Reports in NEF

1. Log in with your credentials here: <http://ec.europa.eu/research/participants/portal>



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

Horizon 2020 Funding
Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

Non-registered users

- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

2. If you are asked "Where are you from?" choose External.

Where are you from?

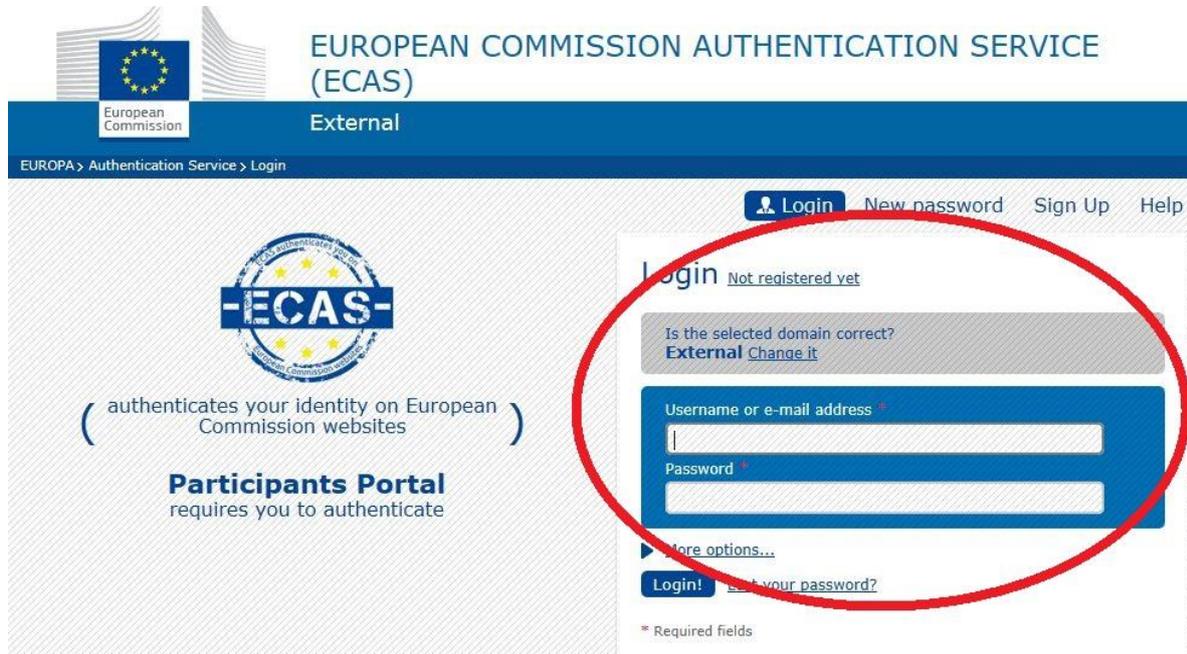
Welcome to the European Commission Authentication Service (ECAS).

Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+7" if you have a special external account composed of w and 7 digits.

If you aren't sure, select the "I don't know?" option for help.

 European Commission European Commission, Executive Agencies.	 External Partners, Researchers, Citizens.
 I have an account w + 7 digits. Special external accounts.	 I don't know? More information about this screen.

Type in your e-mail address or user name and your password.



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login | New password | Sign Up | Help

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

More options...

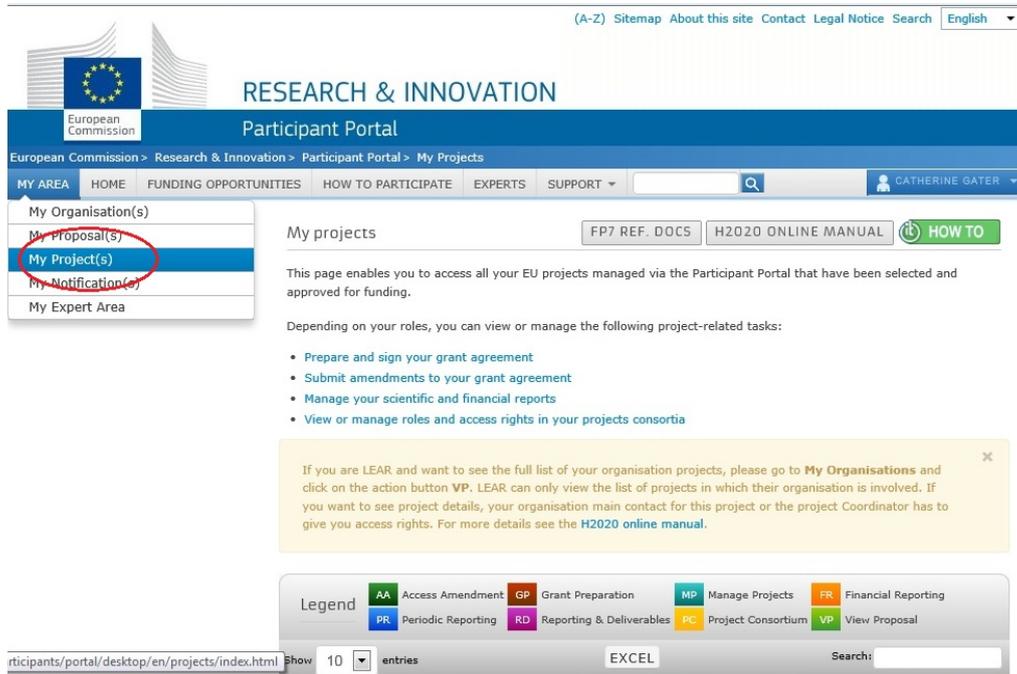
Login! [Forgot your password?](#)

* Required fields

(authenticates your identity on European Commission websites)

Participants Portal
requires you to authenticate

- You will be redirected to a new page. Several options are available to select. Choose “My projects” to see all the projects listed you are involved in.



(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

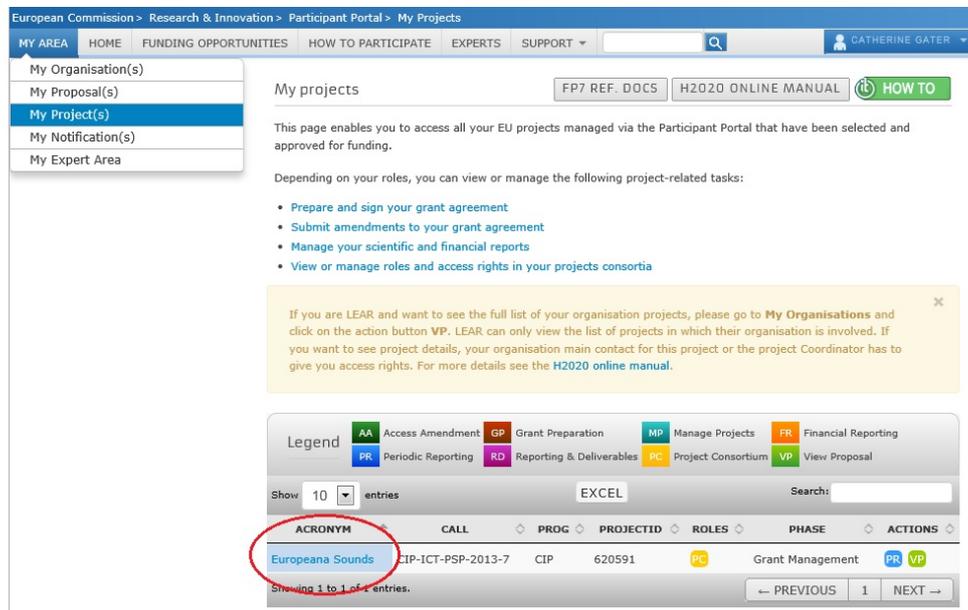
- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend
AA Access Amendment GP Grant Preparation MP Manage Projects FR Financial Reporting
PR Periodic Reporting RD Reporting & Deliverables PC Project Consortium VP View Proposal

participants/portal/desktop/en/projects/index.html Show 10 entries EXCEL Search:

- Look for “Europeana Sounds”.



European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend
AA Access Amendment GP Grant Preparation MP Manage Projects FR Financial Reporting
PR Periodic Reporting RD Reporting & Deliverables PC Project Consortium VP View Proposal

Show 10 entries EXCEL Search:

ACRONYM	CALL	PRDG	PROJECTID	ROLES	PHASE	ACTIONS
Europeana Sounds	IP-ICT-PSP-2013-7	CIP	620591	PC	Grant Management	PR VP

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Click on the button “PR” (Periodic Reporting) shown on the right side, listed under the column “Actions”. Now you will be redirected to the NEF system.

- All partners are listed within NEF. Click on your company/organisation name to display the menus and select “Periods Summary”.

620591 - Europeana Sounds COST_CLAIM

Contacts

Scientific/Project: [NICHCZYNSKI krzysztof](#) Legal/Financial: [DINU Adelina Cornelia](#) Registration: [PLANT Glenys](#)

Current session - Exercise of COST_CLAIM 3.2
Not yet submitted by the coordinator Opened on 04/02/15 at 19:33 Created on 04/02/15 at 09:11

[PDF preview](#)

Project

- [General information](#)
- [Budget Overview](#)
- [Work packages](#)
- [LFV](#)
- [Upload cost claim documents](#)
- [Reporting periods](#)
- [Project reviews](#)

Participants

Display the terminated participants [Show all menus](#) - [Hide all menus](#)

#	Fin. Stat. Status	Legal Name	Short Name	Role	PIC	Part. Status	Date of entry	Date of termination
1		THE BRITISH LIBRARY BOARD (UK)	BRITISH LIBRARY	CO	999643395	active	1/2/2014	
		<ul style="list-style-type: none"> → Legal data → Organisation status 	<ul style="list-style-type: none"> → Authorised representatives → Contact persons 	<ul style="list-style-type: none"> → Eligible costs → Bank account 	<ul style="list-style-type: none"> → Periods Summary 			
2		STICHTING NEDERLANDS INSTITUUT VOOR BEELD EN GELUID (NL)	BEELD EN GELUID	PA	999968345	active	1/2/2014	
		<ul style="list-style-type: none"> → Legal data → Organisation status 	<ul style="list-style-type: none"> → Authorised representatives → Contact persons 	<ul style="list-style-type: none"> → Eligible costs 	<ul style="list-style-type: none"> → Periods Summary 			

- Click on “Financial Statement” to fill in all the necessary details.



620591 - Europeana Sounds / BRITISH LIBRARY / Periods Summary /

Periods Summary

This participant is the coordinator for the proposal.

→ [Legal data](#) → [Organisation status](#) → [Authorised representatives](#) → [Contact persons](#) → [Eligible costs](#) → [Bank account](#) → [Periods Summary](#)

[Return to Summary](#)

You are currently working on period 1

Periods Summary

	Period 1 (1 - 12) (01-02-2014 - 31-01-2015)	Period 2 (13 - 24) (01-02-2015 - 31-01-2016)	Period 3 (25 - 36) (01-02-2016 - 31-01-2017)
Submitted in period 1	Financial Statement PENDING Use of resources		
Submitted in period 2			
Submitted in period 3			

A summary of your personnel costs, your other specific direct costs, subcontracting and your total costs will be shown.

620591 - Europeana Sounds / BRITISH LIBRARY / Periods Summary /

Financial Statement (Period 1: Month 1 - 12)

[Return to Summary](#) [Save Changes](#) [Finalize](#) [Unfinalize](#)

Costs **Other** Signature Comment

1. Costs Table

[Use of resources](#)

	Current Period
Personnel costs	0
Subcontracting	0
Other Specific direct costs	0
Total costs	0
Maximum European Union contribution	0
Requested European Union contribution	0

[Return to Summary](#) [Save Changes](#) [Finalize](#) [Unfinalize](#)

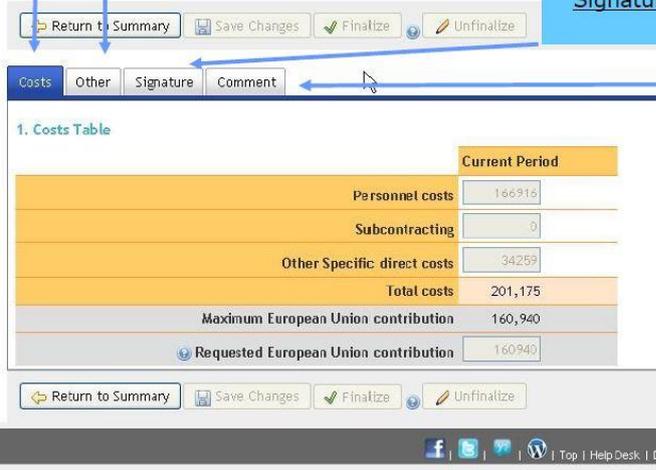
Periodic Reporting

Cost : Costs Incurred for the period

Other : Declaration of receipts, Declaration of interest yielded by the pre-financing, Certificate on the financial statements (mandatory if requested amount > 325k€)

Signature : Name of the person(s) authorised to sign this Financial Statement

Comment: Additional information for your project officer.



1. Costs Table

	Current Period
Personnel costs	166918
Subcontracting	0
Other Specific direct costs	34259
Total costs	201,175
Maximum European Union contribution	160,940
Requested European Union contribution	160940

Return to Summary | Save Changes | Finalize | Unfinalize

Return to Summary | Save Changes | Finalize | Unfinalize

Link to example

iKnow Video

By clicking into the cells of personnel costs, a new window will open, so you can fill in the costs per work package.



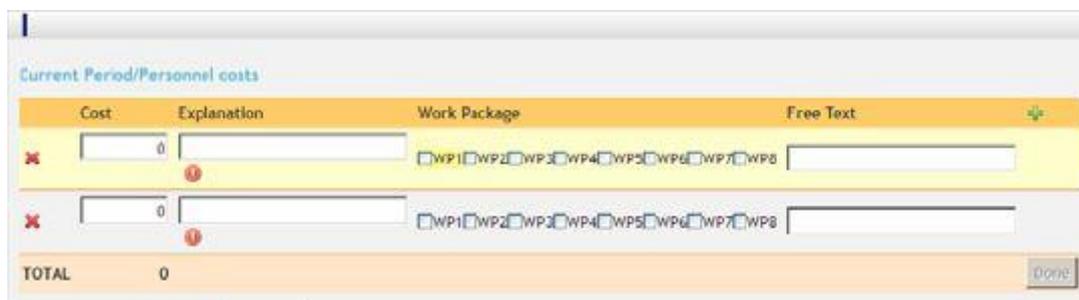
Current Period/Personnel costs

Cost	Explanation	Work Package	Free Text	
TOTAL	0			Done

Every new line for a new work package needs to be inserted by using the green plus button on the far right side.

Note: Working hours filled in must be consistent with the ones in your time-recording system. This is very important regarding a possible audit. Timesheets must be kept for five years after the end of the project.

7. Insert the total amount (cost) per work package, choose the work package and give a short explanation (the same as you provided in the Use of Resources form). Once you have filled in all the details, click on “Done” to complete.



Note: It is very important to fill in the information in detail. Otherwise – if details are missing – the EC will ask you to specify missing or unclear information. This can be a time-consuming process that may delay the interim payment (The more carefully you fill in the data, the faster you will receive your money!)

- Information on travel costs must include: staff member, travel period (start/end date), city and country, purpose.
- Information on subcontracting must include: subcontractor, reason for subcontracting and date.

Use of Resources template

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'.....		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED IN FINANCIAL STATEMENT			

Example costs to add into NEF

Personnel costs	Explanation	WP	Free Text
€1000	Management task 3.4 PM by 2 staff members	Select	e.g. project management, dissemination, communication
Other specific direct costs	Explanation	WP	Free Text
WP1	Personnel costs – group 1	€500	Secretary task 2.5 PM by 1 staff member
WP2	Other direct costs - travel	€500	Travel cost WP2 member - Start and end of travel, city/country, purpose
TOTAL DIRECT COSTS AS CLAIMED IN FINANCIAL STATEMENT		€2100	

REMEMBER (From section 4.1 of “Guidelines for year-end reporting”):

Principle 1: Costs claimed in the C-forms under "other direct costs" are considered as minor, **if they are equal or less than 15% of claimed personnel costs for that reporting period.** As a result, no details for costs below this threshold need to be reported, unless explicitly requested by the Commission (see example 1 below).

Principle 2: If costs claimed in the C-forms under "other direct costs" **are higher than 15% of claimed personnel costs for that reporting period, then major cost items need to be reported in the Use of Resources by the beneficiary to a level that the remaining costs are below 15% of claimed personnel costs for that reporting period.**

Principle 3: If major cost items are to be reported in the Use of Resources, they need to be justified as follows (see example 2 below):

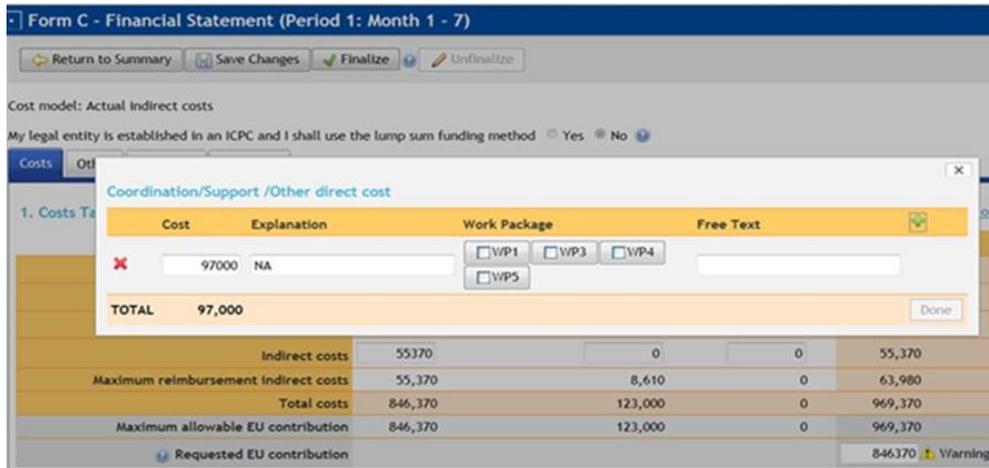
By simple reference to the DoW, if the cost items have already been foreseen in the DoW

- By giving the following supporting information, if the costs have not been foreseen in the DoW: reference to work package(s), item description, amount per item, nature of item, project relevance.

(Please note: *The application of above principles only affects reporting and in particular does NOT waive the beneficiaries' contractual obligation to maintain adequate accounting records permitting direct reconciliation of the costs and receipts declared in respect of the project with the corresponding financial statements and supporting documents. These should be made directly*

available to the Commission upon request, in particular within the context of financial audits and controls.)

Example 1 below shows how other direct costs are reported for a beneficiary declaring 700k€ personnel cost when the total amount of other direct cost is lower than the threshold of 15%.



Form C - Financial Statement (Period 1: Month 1 - 7)

Cost model: Actual indirect costs

My legal entity is established in an ICPC and I shall use the lump sum funding method Yes No

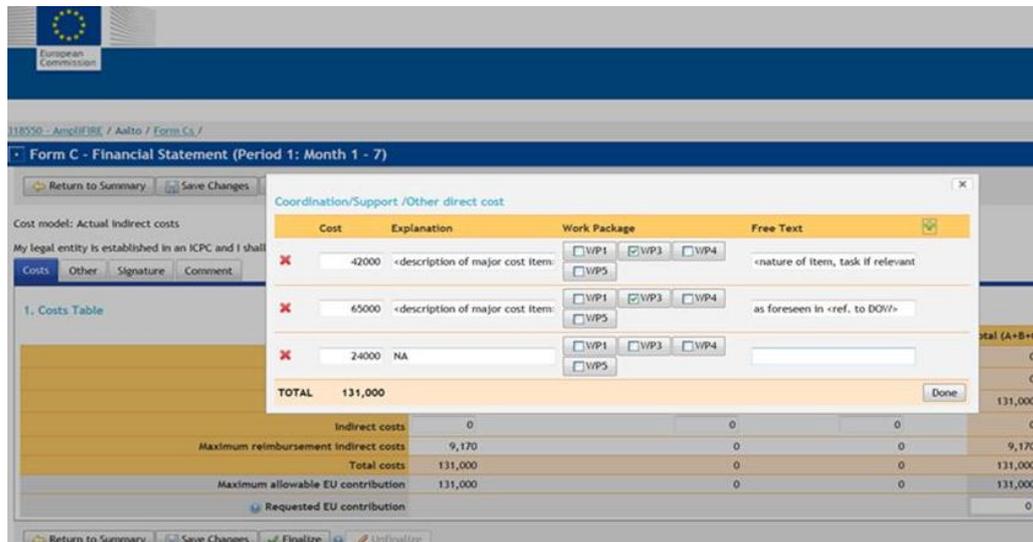
Costs

1. Costs Table

Cost	Explanation	Work Package	Free Text
97000	NA	<input type="checkbox"/> WP1 <input type="checkbox"/> WP3 <input type="checkbox"/> WP4 <input type="checkbox"/> WP5	
TOTAL	97,000		

Indirect costs	55,370	0	0	55,370
Maximum reimbursement indirect costs	55,370	8,610	0	63,980
Total costs	846,370	123,000	0	969,370
Maximum allowable EU contribution	846,370	123,000	0	969,370
Requested EU contribution				846,370 Warning

Example 2 below shows how other direct costs are reported for a beneficiary declaring 700k€ personnel cost when the total amount of other direct cost exceeds the threshold of 15%.



Form C - Financial Statement (Period 1: Month 1 - 7)

Cost model: Actual indirect costs

My legal entity is established in an ICPC and I shall use the lump sum funding method Yes No

Costs

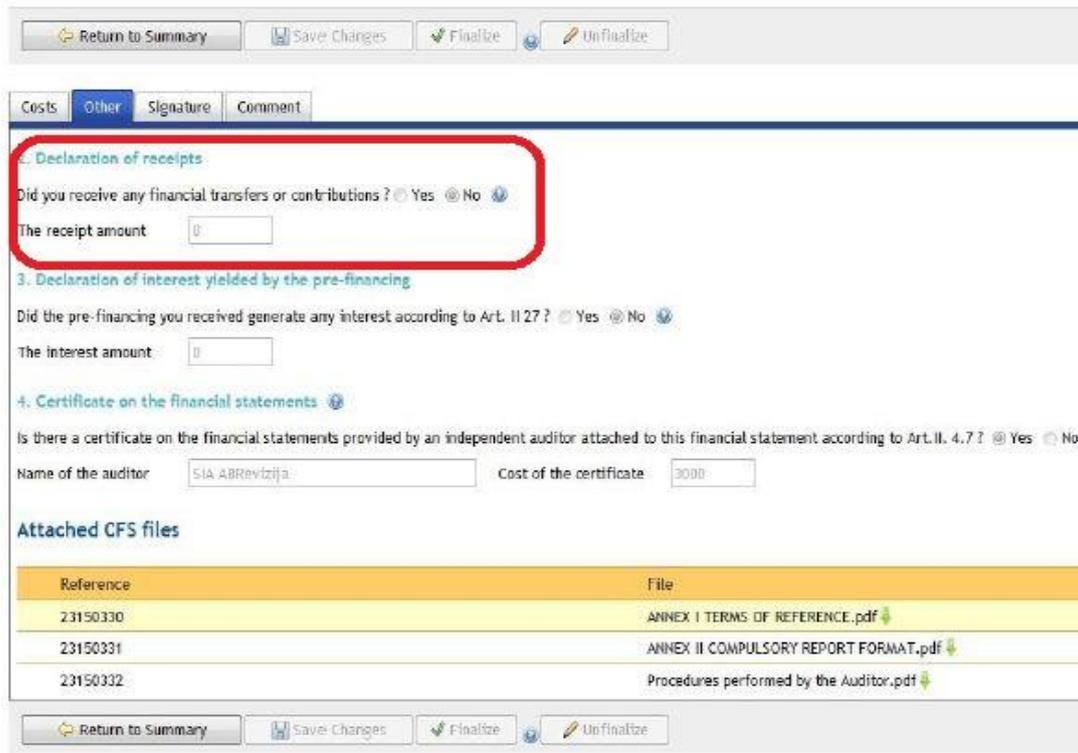
1. Costs Table

Cost	Explanation	Work Package	Free Text
42000	<description of major cost item>	<input type="checkbox"/> WP1 <input checked="" type="checkbox"/> WP3 <input type="checkbox"/> WP4 <input type="checkbox"/> WP5	<nature of item, task if relevant>
65000	<description of major cost item>	<input type="checkbox"/> WP1 <input checked="" type="checkbox"/> WP3 <input type="checkbox"/> WP4 <input type="checkbox"/> WP5	as foreseen in <ref. to DOW>
24000	NA	<input type="checkbox"/> WP1 <input type="checkbox"/> WP3 <input type="checkbox"/> WP4 <input type="checkbox"/> WP5	
TOTAL	131,000		

Indirect costs	0	0	0	0
Maximum reimbursement indirect costs	9,170	0	0	9,170
Total costs	131,000	0	0	131,000
Maximum allowable EU contribution	131,000	0	0	131,000
Requested EU contribution				0

Click on “Save Changes” when integrating your data (error messages can be ignored.) If you filled in all the numbers and explanations, insert the “Requested European Union contribution” which is the same amount as the “Maximum European Union contribution”. Click on “Save Changes” again.

8. Choose the tab “Other” to fill in the amount of pre-financing you received



Return to Summary Save Changes Finalize Unfinalize

Costs **Other** Signature Comment

2. Declaration of receipts

Did you receive any financial transfers or contributions? Yes No

The receipt amount

3. Declaration of interest yielded by the pre-financing

Did the pre-financing you received generate any interest according to Art. II 27? Yes No

The interest amount

4. Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement according to Art. II. 4.7? Yes No

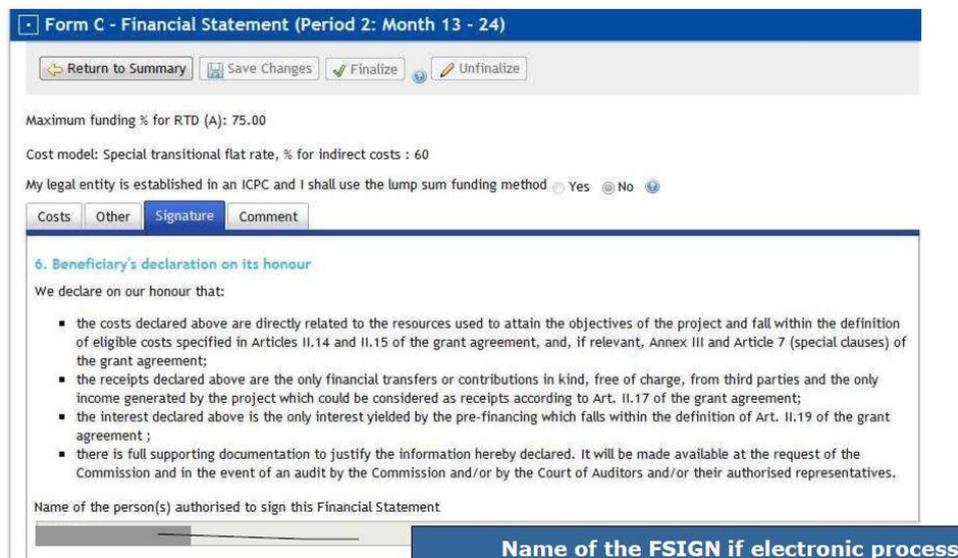
Name of the auditor Cost of the certificate

Attached CFS files

Reference	File
23150330	ANNEX I TERMS OF REFERENCE.pdf
23150331	ANNEX II COMPULSORY REPORT FORMAT.pdf
23150332	Procedures performed by the Auditor.pdf

Return to Summary Save Changes Finalize Unfinalize

9. The report can now be declared as “ready for signature”.



Form C - Financial Statement (Period 2: Month 13 - 24)

Return to Summary Save Changes Finalize Unfinalize

Maximum funding % for RTD (A): 75.00

Cost model: Special transitional flat rate, % for indirect costs : 60

My legal entity is established in an ICPC and I shall use the lump sum funding method Yes No

Costs Other **Signature** Comment

6. Beneficiary's declaration on its honour

We declare on our honour that:

- the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;
- the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art. II.17 of the grant agreement;
- the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement ;
- there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Name of the person(s) authorised to sign this Financial Statement

Name of the FSIGN if electronic process

1.2 Summary tables for each step

Summary Table 1: Navigating the Costs pages in NEF

Step	Description
1	Log in to the Participant Portal with your user name and password.
2	Click the My projects tab. All projects to which you have access will appear.
3	Click on a project. The NEF application will open.
4	Click on the relevant company from the list of beneficiaries that appears.
5	Click the Form C link under the relevant payment period. Then click the Form C link under the relevant period. The Costs screen appears. This is where you enter your costs.
6	Click the Other tab. Here you can perform various tasks including uploading a CFS (Certificate on the financial statements) or declaring interest earned on the prefinancing payment. (No one will need to submit a CFS in year 1 for Europeana Sounds, as the threshold of 325,000 Euros will not be reached by any partner).
7	Click the Signature tab to open it. This is where you must electronically sign your cost claim by entering your name in this field.
8	When your cost claim is complete, click the Save Changes button to save changes then the Finalize button.

9	<p>The Return to Summary button takes you back to the Form C summary page. Here, you can add the files required for the Periodic Report, one by one, by clicking the Browse button and selecting the file. (The BL will complete this step)</p>
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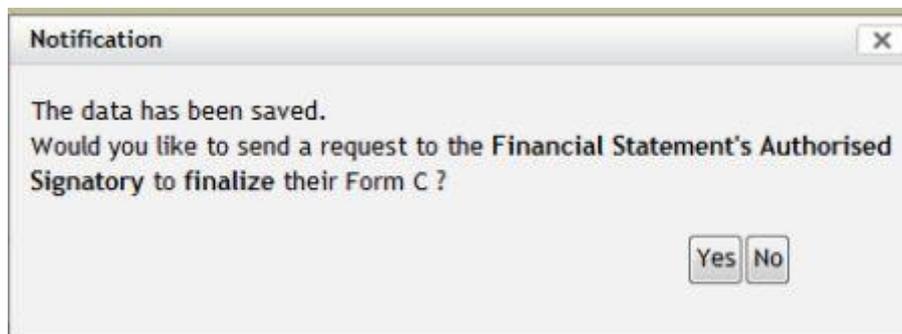
Summary Table 2: To declare costs

Step	Description
1	Log in to the Participant Portal with your user name and password.
2	Click the My projects tab. All projects to which you have access will appear.
3	Click on a project. The NEF application will open.
4	Click on the relevant company from the list of beneficiaries that appears.
5	Click the Form C link under the relevant payment period. Then click the Form C link under the relevant period. The Costs screen appears. This is where you enter your costs.
6	Click the first cell that you want to fill. The Use of Resources screen appears. Click the green plus (+) sign on the screen that appears, to create a new row.
7	Enter your costs in the Cost field, an explanation in the Explanation field (mandatory), select any relevant work packages by clicking the checkbox, and enter any extra comments in the Free Text field (optional).
8	Click the Done button.

9	Repeat this action for all required cost fields.
10	Enter the EU Requested Contribution amount, then click Save Changes .

2 FINANCIAL STATEMENTS: ELECTRONIC SIGNATURE BY FSIGN

When a periodic report is due, after the financial data are introduced in the financial reporting module, Participant Contacts (PaCos) of a beneficiary identify a financial statement as “ready for signature”.



This triggers a notification to the beneficiary’s FSIGN who then:

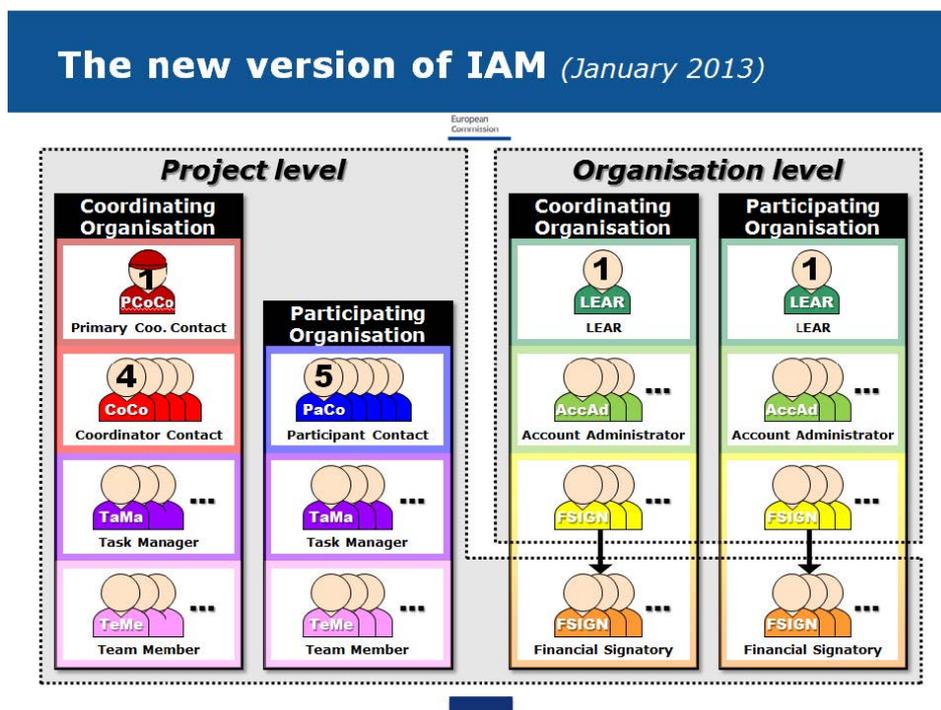
- *if required*: unfinalises the Form C to enable the PaCo to edit it for modification;
- validates the information and signs it electronically;
- submits it to the Project Coordinator.

Detailed screenshots and additional information can be found here: <http://ec.europa.eu/research/participants/help/display/iKnowextern/Process+Overview+for+Projects+Using+Electronic-only+Signature+for+C+Forms>

After all reports have been collected and submitted as a package to the EC by the Project Coordinator, every LEAR, FSIGN and PaCo will be able to download an electronic receipt for their organisation.

Note: If no FSIGN has been assigned to the project yet, the system alerts the PaCo and provides instructions on the necessary steps to take. The PaCo can assign more than one FSIGN to the project, so that business continuity is ensured in case of absences. All FSIGNs assigned to the project will receive the notification “Financial statement ready for signature”. However, even if several FSIGNs are assigned to the project, there is only one act of electronic signature, by the first FSIGN signing the respective financial statement.

The chart below shows all the relevant roles within the EC's Identity and Access Management (IAM) system:



2.1 Local currencies

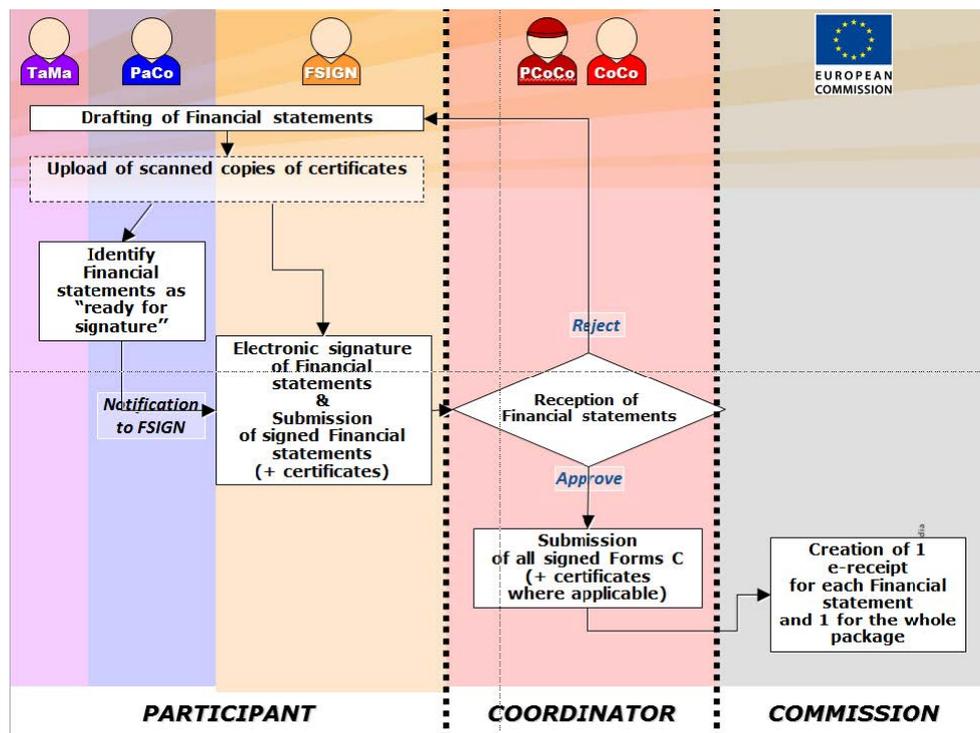
For the financial statements, the beneficiary's accounting currency must be used and converted into euros. Please use the conversion rate applicable on the first working day of the month following the reporting period.

Beneficiaries with accounts in currencies other than EUR shall report in EUR on the basis of the exchange rate that would have applied **on the basis of the rate applicable on the first day of the month following the end of the reporting period** (i.e. 1 February 2015). The rate applicable on the first day of the month following the reporting period can be obtained in the relevant Official Journal (OF) of the European Union. This rate can be found in the "C" issue of the Official Journal published in that month. The Official Journal is available at <http://eur-lex.europa.eu/JOIndex.do>.

2.2 Finalisation of the reporting process

The Project Coordinator collects all participants' financial statements and submits them to the EC in one package. The submission of this package triggers the issue of a digitally signed electronic receipt for each financial statement transmitted and for the whole package. LEAR, FSiGNs and PaCos from each beneficiary will be notified electronically and be able to download this electronic receipt for their organisation.

The following chart shows the complete process:



FINAL SUMMARY:

- Log in to the Participant Portal.
- Go to "My Projects". Choose the "PR" button next to Europeana Sounds.
- Now you are in the NEF program. Click on your own company, then on "Periods Summary".
- Choose "Financial Statement" and afterwards type in all costs for each cost category.
- Choose the tab "Other" to type in the amount of pre-financing you received.

- Click on “Finalise” if all figures are filled in correctly.
- Finished financial statements are identified as “ready for signature” by the PaCo of the beneficiary. If applicable, certificates of financial statements are scanned and uploaded earlier.
- The FSIGN (who was nominated by the LEAR and elected by the PaCo) gives his or her electronic signature and submits the financial statement to the project.
- The Project Coordinator (BL) collects all the financial statements (and certificates where applicable) and sends them to the Commission.
- The Commission creates an e-receipt for each financial statement which can be downloaded by the respective beneficiary.

3 USEFUL LINKS

For additional information, please find the links below:

Guidelines for Year End Reporting:

<https://basecamp.com/1936492/projects/2141070/messages/35929401>

Special NEF Guide:

<http://ec.europa.eu/research/participants/help/display/iKnowextern/2.+Declaring+Costs%2C+Uploading+a+CFS+and+Uploading+a+Periodic+Report+in+NEF>

Guide to Financial Issues:

http://ec.europa.eu/information_society/newsroom/cf/dae/document.cfm?doc_id=2361

Guide Project Reporting:

http://ec.europa.eu/information_society/newsroom/cf/dae/document.cfm?doc_id=2358

Participant Portal:

<http://ec.europa.eu/research/participants/portal>

European Commission Authentication Service (ECAS):

<https://webgate.ec.europa.eu/aida/selfreg>

Introduction to ECAS:

<https://webgate.ec.europa.eu/cas/ec/help.jsp>

Participant Portal Frequently Asked Questions:

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?nfpb=true&pageLabel=faq>

Technical Helpdesk of Participant Portal:

ec-research-it-helpdesk@ec.europa.eu

Framework Programme Documentation for Beneficiaries (Wiki-based):

<http://ec.europa.eu/research/participants/help/display/iKnowextern>