

PROCESS	REF: [REMOVED]
CONSUMPTION SHEET MAINTENANCE	

OWNER: CUST-DEV2	ISSUE DATE: 13/07/2011	VERSION 1.00
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>CONSUMPTION SHEET MAINTENANCE PROCESS</p>		
<p>CUST-DEV2 [REMOVED]</p>		

PROCESS	REF: [REMOVED]
CONSUMPTION SHEET MAINTENANCE	
DOCUMENT HISTORY	

DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
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(*) Action: I = Insert R = Replace

PROCESS	REF: [REMOVED]
CONSUMPTION SHEET MAINTENANCE	
TABLE OF CONTENTS	

TABLE OF CONTENTS

1	Introduction.....	5
1.1	Document Purpose.....	5
1.2	Process Description.....	5
1.3	Process Objective.....	5
1.4	Abbreviations.....	5
2	Roles and Responsibilities	7
3	Process Detail	8
3.1	Reception of a new Specific Contract.....	8
3.2	Reception of a RfA / QTMA (sheet 1: QTM).....	11
3.3	Reception of a RfA / On Demand (Sheet 2: OD)	11
3.4	Meeting request (Sheet 3: Meeting request)	12
3.5	Training request (Sheet 4: Training request)	12
3.6	Other requests	13
3.7	Quantities (Sheet 5: Quantities).....	14
3.8	This sheet shall indicate the Fixed Price deliverables:	14
3.9	Travels (Sheet 6: travels)	17
3.10	Communication	18

PROCESS	REF: [REMOVED]
CONSUMPTION SHEET MAINTENANCE	
LIST OF TABLES	

LIST OF TABLES

Table 1-1: Abbreviations6

Table 2-1: Roles and Responsibilities7

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
INTRODUCTION	

1 INTRODUCTION

1.1 Document Purpose

The purpose of the document is to describe Consumption Sheet Maintenance Process.

1.2 Process Description

This process describes the steps to follow to fill in and to update the Consumption Sheet.

The Consumption Sheet is a tool to follow and to monitor the consumption of a SC for QTM quantities, FP units, OD units and travel budget.

It is also used at DG TAXUD's side to check the accuracy of the information given in the MPRs, the follow up of the consumption and to monitor the issuance of new RfA in case of need.

1.3 Process Objective

The objective of the process is to set forth a consistent and rigorous methodology for filling in and updating the Consumption Sheet.

The Consumption Sheet is a living document and will be updated at least on a weekly basis.

The Consumption Sheet needs to be updated under any of the following circumstances:

- Reception of a new SC;
- Reception of a RfA OD;
- Reception of a RfA QTM;
- New technical meeting/training/workshop request;
- New travel request.

At the project level, the person who manages the consumption sheet is responsible for:

- Updating the consumption sheet on a weekly basis;
- Sending the consumption sheet to DG TAXUD on a weekly basis (every Monday before noon).

1.4 Abbreviations

See Annex 19 of the FQP for the full list of Acronyms and Abbreviations. These below are the relevant abbreviations for the Consumption Sheet Maintenance Process.

Terms	Definition
APO	Author's position
DLV	Deliverable

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
INTRODUCTION	

Terms	Definition
DTM	Deliverable Tracking Matrix
FC	Framework Contract [removed]
FP	Fixed Price
MPR	Monthly Progress Report
MPR	Monthly Progress Report
OD	On Demand
QTM	Quoted Times and Means
QTMA	Quoted Times and Means Action
QTMR	Quoted Times and Means Request
Re-SfA	Re-submitted for acceptance
RfA	Request for Action
RfE	Request for Estimate
SC	Specific Contract
SfA	Submitted for Acceptance
SfR	Submitted for Review
TOP	Take Over Plan

Table 1-1: Abbreviations

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
ROLES AND RESPONSIBILITIES	

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
PMO	<p>PMO is responsible for:</p> <ul style="list-style-type: none"> • Updating: each time a RfA is received (On-Demand) • Updating: each time a request is sent to the Client (Technical Meeting, training, mission, workshop) • Populating: each time a RfA QTM is received; • Populating: each time a RfA OD is received (release of Technical Meetings, trainings, missions,...) • Tracking: the consumption of OD units; • Tracking: the consumption of travels; • Controlling: accuracy of the information providing within the consumption sheet and the MPR. • Communicating: sending the up-to-date consumption sheet to DG TAXUD every Monday before noon.

Table 2-1: Roles and Responsibilities

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3 PROCESS DETAIL

3.1 Reception of a new Specific Contract

When CUST-DEV2 receives a new signed SC, the Consumption Sheet must be completed and the following steps must be followed:

- Create a new sheet for the following items:
 - SCxx QTM with the following columns:
 - **Date Signature QTM** - Signature date of the RfA / QTMA;
 - **QTM Order Number** - RfA / QTMA order number;
 - **QTM Status** - RfA / QTMA status (active, closed, accepted, invoiced);
 - **Title** - Title of the RfA / QTMA;
 - **Budget Type (FP,OD or QTM)** - Budget type: QTM;
 - **WP** - WPs mentioned in the RfA / QTMA.

Date Signature QTM	QTM Order Number	QTM Status	Title	Budget Type (FP,OD or QTM)	WP
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- OD activities with the following columns:
 - **Date Signature QTM** - Signature date of the RfA / QTMA;
 - **QTM Order Number** - RfA / QTMA order number;
 - **QTM Status** - RfA / QTMA status (active, closed, accepted, invoiced);
 - **Title** - Title of the RfA / QTMA;
 - **Budget Type (FP,OD or QTM)** - Budget type: OD;
 - **WP** - WPs mentioned in the RfA / QTMA.

Date Signature QTM	QTM Order Number	QTM Status	Title	Budget Type (FP,OD or QTM)	WP
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- Meeting request with the following columns:
 - **Date of Request:** Date of request;
 - **Meeting date:** Date of Meeting;
 - **Date of authorization:** Date of authorization;
 - **Ares reg. #:** Ares reg. number (mentioned in the RfA);
 - **RFA concerned:** number of the RfA under which the Meetings are requested;
 - **Title:** Title of the meeting;
 - **Budget Type (FP,OD or QTM):** Budget type: OD;
 - **WP:** WP.8.3.5.

Meeting							
Date of Request	Meeting date	Date of authorization	Ares reg. #	RFA concerned	Title	Budget Type (FP,OD or QTM)	WP

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

- Training request with the following columns:
 - **Date of Request:** Date of request;
 - **Start training date:** Training start date;
 - **Date of authorization:** Date of authorization;
 - **Ares reg. #:** Ares reg. number (mentioned in the RfA);
 - **RFA concerned:** number of the RfA under which the Trainings are requested;
 - **Title:** Title of the training;
 - **Budget Type (FP,OD or QTM):** Budget type: OD;
 - **WP:** WP.8.3.2.2 (attendance) – WP.8.3.2.1 (performance) – WP.8.3.2.3 (hosting facilities) – WP.8.3.2.4 (reporting).

Trainings							
Date of Request	Start training date	Date of authorization	Ares reg. #	RFA concerned	Title	Budget Type (FP,OD or QTM)	WP

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

- Quantities with the following columns

Quantities Consumed					Quoted pricing rule		Total Budgetary Provision for Services and Deliverables FP	Total Budgetary Provision for Services and Deliverables OD	Total Budgetary Provision for Services and Deliverables QTM	Previous Period Totals	Remain ing	Mo nth x	Mont h x
Work Package	Deliverable Title	Deliverable or service	Budget Type FP/OD	Request Mechanism	Unit of Quotation	Quantity unit	Estimated quantity	Estimated quantity	Estimated quantity				
Unit prices for services and deliverables													
WP.0.3	Produce CQP	[removed]	FP	SC	€/CQP	CQP	1	0	0	0	1		

Indicate all months covered by the SC.

- Travels with the following columns

Ref. No	RFA	QTM	Status	Departure Date	Return Date	Dates of Mission	Name of Person	Destination	Purpose of Travel	Travel cost (EURO)	Subsistence cost (EURO)	Total Cost (EURO)	Provisional ?

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.2 Reception of a RfA / QTMA (sheet 1: QTM)

When receiving a RfA / QTMA via the CUST-DEV2 functional mail box, the following steps shall be followed:

The RfA can be found:

- In the CUST-DEV2 functional mail box;
- On the CUST-DEV2 SharePoint.

The offer can found:

- In the CUST-DEV2 functional mail box
 - On the CUST-DEV2 SharePoint.
- Check under which Specific Contract (SC) this RfA / QTMA is issued;
 - Update the Consumption Sheet for this SC with this new RfA / QTMA with the following information:
 - **Signature date of the RfA/QTMA:** date indicated in the RfA/QTMA;
 - **RfA/QTMA number:** this is indicated on the RfA / QTMA as “Order Number”;
 - **RfA/QTMA status:** active, closed, accepted, invoiced;
 - **Title:** the same as mentioned in the RfA/QTMA;
 - **Budget type:** QTM;
 - **Number of man/days per WP:** the number of man/days per WP can be found in the offer. The title of the WP can be found in the Technical Annex of the Framework Contract.

3.3 Reception of a RfA / On Demand (Sheet 2: OD)

When receiving a RfA / OD via the CUST-DEV2 functional mail box, the following steps must be followed:

The RfA can be found:

- In the CUST-DEV2 functional mail box;
 - On the CUST-DEV2 SharePoint.
- Update the Consumption Sheet for this SC with the following information:
 - **Signature date of the RfA/QTMA:** date indicated in the RfA/QTMA;
 - **RfA/QTMA number:** this is indicated on the RfA / QTMA as “Order Number”;
 - **RfA/QTMA status:** active, closed, accepted, invoiced;
 - **Title:** the same as mentioned in the RfA/QTMA;
 - **Budget type:** OD;
 - **Number of units released per WP:** the number of units released per WP can be found in the RfA. The title of the WP can be found in the Technical Annex of the Framework Contract.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.4 Meeting request (Sheet 3: Meeting request)

When sending out a request to attend Technical Meeting, the following steps must be followed:

The meeting request can be found in the CUST-DEV2 functional mail box and on the CUST-DEV2 SharePoint.

- Update the consumption sheet for the SC under which the meeting has been requested with the following information:
 - **Date of the request**: indicates the date on which the request was sent to the DG TAXUD;
 - **Meeting date**: indicates the date on which the meeting will take place;
 - **Date of authorization**: indicates the date on which the authorization from the sector is received by CUST-DEV2 via the CUST-DEV2 functional mail box. If the authorization is not received, please indicate “Requested”;
 - **Ares number of the RfA**: this number can be found either on the subject of the mail on which the RfA is received or in the RfA itself as “Ares reg. number”;
 - **RfA concerned**: indicates the number of the RfA under which the meeting has been requested;
 - **Title**: title under which the meeting has been requested;
 - **Budget type**: OD;
 - **Number of units consumed under WP**: Technical Meeting = WP.8.3.5.

3.5 Training request (Sheet 4: Training request)

When sending out a request to attend training, the following steps must be followed:

The training request can be found in the CUST-DEV2 functional mail box and on the CUST-DEV2 SharePoint.

- Update the consumption sheet for the SC under which the training has been requested with the following information:
 - **Date of the request**: indicates the date on which the request was sent to the DG TAXUD;
 - **Meeting date**: indicates the date on which the training will take place;
 - **Date of authorization**: indicates the date on which the authorization from the sector is received by CUST-DEV2 via the CUST-DEV2 functional mail box. If the authorization is not received, please indicate “Requested”;
 - **Ares number of the RfA**: this number can be found either on the subject of the mail on which the RfA is received or in the RfA itself as “Ares reg. number”;
 - **RfA concerned**: indicates the number of the RfA under which the training has been requested;
 - **Title**: title under which the training has been requested;
 - **Budget type**: OD;
 - **Number of units consumed under WP**:
 - Attendance: WP.8.3.2.2;
 - Performance: WP.8.3.2.1;
 - Reporting: WP.8.3.2.4.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.6 Other requests

When sending out a request for a mission or a workshop the following steps must be followed:

- Update the consumption sheet for the SC under which the mission or workshop has been requested with the following information:
 - **Date of the request:** indicates the date on which the request was sent to the DG TAXUD;
 - **Meeting date:** indicates the date on which the mission or workshop will take place;
 - **Date of authorization:** indicates the date on which the authorization from the sector is received by CUST-DEV2 via the CUST-DEV2 functional mail box. If the authorization is not received, please indicate “Requested”;
 - **Ares number of the RfA:** this number can be found either on the subject of the mail on which the RfA is received or in the RfA itself as “Ares reg. number”;
 - **RfA concerned:** indicates the number of the RfA under which the mission or workshop has been requested;
 - **Title:** title under which the mission or workshop has been requested;
 - **Budget type:** OD;
 - **Number of units consumed under WP:**
 - Attendance: WP.8.3.3 (mission);
 - Performance: WP.8.3.2.1;
 - Reporting: WP.8.3.2.4.

When a RfA which releases units of corrective maintenance or service management is received the Consumption Sheet must be updated by following the below steps:

- Update the consumption sheet for the SC under which those OD services have been requested with the following information:
 - **Date of the request:** indicates the date on which the request was sent to the DG TAXUD;
 - **Meeting date:** indicates the period of time for which the RfA is valid;
 - **Date of authorization:** indicates the date on which the authorization from the sector is received by CUST-DEV2 via the CUST-DEV2 functional mail box. If the authorization is not received, please indicate “Requested”;
 - **Ares number of the RfA:** this number can be found either on the subject of the mail on which the RfA is received or in the RfA itself as “Ares reg. number”;
 - **RfA concerned:** indicates the number of the RfA which releases the units of OD services;
 - **Title:** indicates the title of the RfA;
 - **Budget type:** OD;
 - **Number of units consumed under WP:** this is indicated in the RfA.
 - WP.6.9 and WP.7.9 (corrective maintenance);
 - WP.8.1.2.1 (Incidents);
 - WP.8.1.2.2 (Service requests).

The title of the WP can be found in the Technical Annex of the Framework Contract.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.7 Quantities (Sheet 5: Quantities)

3.8 This sheet shall indicate the Fixed Price deliverables:

- FQP
- CQP
- TOP

This sheet shall be updated under any of the following circumstances:

- A FP deliverable has been submitted for acceptance:
 - In the column of the month when this DLV has been submitted for acceptance indicate “1”
 - In the column previous period totals, indicate “1”
 - In the column remaining, “0” should be indicated if only 1 DLV has to be produced.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

- A new RfA OD is issued:

- In black: title of the WP (fixed price)

Work Package	Deliverable Title ¹	Deliverable or service (1)	Budget Type FP/OD	Request Mechanism	Unit of Quotation ²	Quantity unit (2)	Estimated quantity FP	Estimated quantity OD	Estimated quantity QTM
0.1	FQP	DLV-0.1-1	FP	SC	[removed]	FQP	1	0	0
8.3.5	Technical Meeting	DLV-8.3.5-2 SE-8.3.5-1	OD	SC / RfA	[removed]	Meetings	0	30	0
WP.8.1.2.1	Incidents (scope of WP.6 and WP.7)	DLV-8.1.2.1-2 SE-8.1.2.1-2	FP	SC	[removed]	Incidents	200	0	0
WP.8.1.2.2	Service Requests	DLV-8.1.2.2-1 SE-8.1.2.2-1	FP	SC	[removed]	Service Request	100	0	0

- In red: the RfA with released units under the above WP (On Demand)

Work Package	Deliverable Title (1)	Deliverable or service (1)	Budget Type FP/OD	Request Mechanism	Unit of Quotation (2)	Quantity unit (2)	Estimated quantity FP	Estimated quantity OD	Estimated quantity QTM	Previous period totals	Remaining	Month 1	Month 2
8.3.5	Technical Meeting	DLV-8.3.5-2 SE-8.3.5-1	OD	SC / RfA	[removed]	Meeting	0	30	0	25 + 5 = 30	25 – 5 = 0	25	5

¹ This can be found in the technical annex of the FC.

² This can be found in the price table of the SC.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

WP.6.9.1	RfA 63	DLV- 6.9.1-z-2	OD	SC/RfA	[removed]	Month	0	3	0				
WP.7.9-1	RfA63	DLV- 7.9.1-z-2	OD	SC/RfA	[removed]	Month	0	3					

The units of incidents and service request shall first be reported under the Fixed Price activities. It is only when the fixed price units are consumed that consumption can start to be reported under the issued RfA for OD activities.

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.9 Travels (Sheet 6: travels)

When sending out a travel request, the following steps must be followed:

The travel request can be found in the CUST-DEV2 functional mail box and on the CUST-DEV2 SharePoint.

- Update the consumption sheet for the SC under which the travel has been requested with the following information:
 - **RfA:** indicates the RfA which covers the travel;
 - **QTM:** indicates the QTM under which the travel is requested;
 - **Status:** requested or Authorised;
 - **Departure date:** indicates the date of departure;
 - **Return date:** indicates the date of return;
 - **Dates of missions:** indicates the dates of the meeting, training, mission, workshop,... that requires the travel;
 - **Name of person(s):** indicates the name of the person(s) for which the travel has been requested;
 - **Destination:** indicates the destination of the travel;
 - **Purpose of travel:** indicates the purpose of the travel;
 - **Travel costs:** indicates the travel costs as indicated in the travel request;
 - **Subsistence costs:** indicates the total subsistence costs;
 - **Total costs:** travel costs + subsistence costs;
 - **Provisional:** at the time of the request, they are provisional costs = indicate the provisional costs;
 - **Real costs:** PMO **MUST** collect the proof of travels (original boarding passes, ticket train) and update the Consumption Sheet with real costs.

Each time a new RfA travel is received the consumption sheet must be updated with the following information:

<i>Travel Budget released under Pool RfA or RfA</i>	<i>Total amount released by the pool RfA or RfA</i>
<i>Consumed Travel budget released under Pool RfA</i>	<i>Total amount consumed under this RfA => To be updated each time a travel is requested</i>
<i>Remaining Travel budget released under Pool RfA</i>	<i>Total amount – total consumed amount</i>

Total Travel Budget in SCxx (EUR)	Indicates the global budget released under the SC
Travel Budget already released by Pool RFAs (EUR)	Indicates the total amount released by pool RfA
Travel Budget already released by RFAs (EUR)	Indicates the total amount released by RfA travel
Remaining Travel Budget (EUR)	Global budget – total pool RfA – total RfA

PROCESS	REF: DLV-0.1-1-ANNEX 43
CONSUMPTION SHEET MAINTENANCE	
PROCESS DETAIL	

3.10 Communication

The Consumption Sheet has to be submitted every week on Monday before noon. The recipients can be found in the FQP Annex 36 “Deliverables Submission Procedure”.