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EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate D – Natural Capital
ENV.D.4 - LIFE Programme
Deputy Head of Unit

Brussels,
ENV-D-4 DM/AM/jcs

Uniwersytet Wrocławski
[redacted]
Pl. Uniwersytecki 1
50 - 137 Wrocław
Poland

[redacted]

Subject: **LIFE12 ENV/PL/000056 APIS - the joint mission on 22nd July, 2016**

Dear Dr [redacted]

I would like to confirm the visit of [redacted] from the LIFE unit of the European Commission and the external monitor [redacted] to the project on 22 July 2016. [redacted] will liase with you to finalise the timing and logistics of this visit.

The proposed schedule of the meeting is as follows:

Friday 22nd July 2016	
09.00 - 12.00	Project office - evaluation of the technical progress of the project
13.00 - 15.30	Financial Department of the Wrocław University - evaluation of the financial issues related to the project implementation.

The visit will be used to discuss the state of the implementation of the project. It will also provide an opportunity to discuss and clarify all the outstanding technical and financial issues.

In the annex, you will find a list of specific technical and financial topics that will be raised during the meeting.

Please ensure the presence of the person(s) responsible for both technical and financial management of the project.

I would also appreciate if you could confirm the monitoring visit by e-mail to [redacted] and [redacted]

I would like to thank you in advance for your co-operation and hope that the visit will be fruitful.

Yours sincerely,

Christian STRASSER

c.c. [redacted] External Monitoring team: [redacted] National Focal Point: [redacted]

ANNEX:

A. Technical issues to raise:

- delay in the preparation of a model with high resolution for cities;
- results of modelling the distribution of air pollution in Wroclaw;
- progress in adapting the meteorological model Weather Research and Forecasting (WRF) to the conditions of Dolnośląskie Voivodeship;
- progress in construction and testing of the prototype mobile sodar;
- progress in developing a new air pollution management and information system.

B. Financial and administrative issues to raise

- eligibility of the VAT;
- daily rates of the members of the management team;
- selection process of the subcontractors: Politechnika Wrocławska (Wrocławskie Centrum Sieciowo - Superkomputerowe) and [redacted] Systemy Pomiarowe ELAT;
- contract with the subcontractor: National Pollen and Aerobiological Research Unit, Worcester UK;
- External Audit's report.

Please make available the following documents:

- Internal bookkeeping documents, from which it is possible to verify expenditure and income of the project, e.g. invoices, payroll and time registration documentation of personnel, calculation sheets in support of any amounts declared by the coordinating beneficiary and the associated beneficiaries.
- Payment documentation, e.g. bank statements.
- Contracts, sub-contracts and original documents concerning the suppliers and partners involved in the project.

In accordance with article 4.2 (Validity of electronic documents) of Commission Decision 2004/563