

# ASSEMBLE Plus Kick-Off Meeting

# Project management

# - WP2

DGRTT – European Affairs Office

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SORBONNE UNIVERSITÉS

19/10/2017

# Project Overview - 1

- ❑ Research and innovation action (RIA)
- ❑ **16 countries** : Belgium, Finland, France, Italy, Germany, Greece, Netherland, Norway, Poland, Portugal, Slovenia, Spain, Sweden, Ireland, Israel and United Kingdom.
- ❑ Project financed by the infrastructure programme - Pillar 1 “Scientific Excellence” - Horizon 2020 programme
- ❑ **48 months**: 01 October 2017 – 30 September 2021
- ❑ **29 participants** (23 beneficiaries and 6 third parties)
- ❑ **33 marine stations**

# Project Overview - 2

## ❑ ASSEMBLE Plus is a **Research infrastructure project**

Research infrastructures are “**Facilities, resources or services – covers major equipment or sets of instruments as well as knowledge resources – collections, archives, databanks. Can be single-sited, distributed or virtual (e-infrastructures)**”

(ESFRI definition )

- A important part of the budget is dedicated to the infrastructure access costs\*:
  - .... For Transnational Access (TA: experimental costs for the visiting scientists)
  - .... For supporting users visit (accommodation costs for the visiting scientists)

# Trans-national access

- ❑ Access costs are costs incurred **by the access provider** for the provision of access to research infrastructures
- ❑ Trans-National Access (TA) = accesses to infrastructures between teams from different countries
- ❑ ASSEMBLE Plus Scientific and Access officer:  
**Florence GUILLOT**
- In Horizon 2020, EC will accept also access between partners of the same consortium.

# Roles & Responsibilities

## ❑ **Beneficiaries= full partners**

- Full partners of the project; signatories to the Grant Agreement
- Beneficiaries take complete responsibility for executing the work to be performed and other requirements of the EC.
- Beneficiaries are also accountable for their third parties

## ❑ **Coordinator**

- Act as intermediary between the partners and the Commission

## ❑ **European Commission:**

- The Project officer is the main contact for ASSEMBLE Plus within the EC. His name is **Pierre QUERTENMONT**.

# WP2 Management goals



## ❑ Objectives:

- Ensure the effective management of the TA and VA activities
- Ensure that the operational, administrative and financial tasks of the project are fulfilled as well as the contractual maturities.
- Ensure that the ASSEMBLE Plus objectives are reached.

## ❑ Tasks:

- 1) Coordinate the project in conformity with the contract.
- 2) Ensure the management in conformity with the planned allocation of resources, and according to the **contractually agreed rules and procedures**.
- 3) Oversee and facilitate effective communication and collaboration across Work Packages and across partners.

# Contractual and legal Issues: Grant Agreement

- ❑ **H2020 Grant Agreement** (signed between EC & Beneficiaries)
  - Core part: **Grant Agreement (GA)**  **Admin and Financial aspects**
  - Appendix I: **Description of the Action (DoA)**=project description, Part A & Part B
  - Appendix II: **Estimated budget**  **Scientific aspects**
  - Appendix III: **Accession form** for each partners (form B)
  - Appendix IV: **Model for the financial statements** (form C)
  - Appendix VI: Model of Audit Certificate (form D: audit certificate)

**It's an unique PDF document in H2020**

# Contractual and legal Issues: Consortium Agreement - 1

- ❑ **Consortium Agreement governs rules within the consortium: contractual and legal issues, IP, confidentiality issues**
- ❑ **BACKGROUND**
  - Any data, know-how or information that:
    - Is held by the beneficiaries before they acceded to the GA
    - Is needed to implement the action or exploits the results
  - Identified by each partners in the background tables, *at the end of the CA document.*
- ❑ **RESULTS**
  - Any tangible or intangible output of the action which are generated in the action as well as any attached rights, including intellectual property rights.
  - Rules of management and exploitation defined in *the CA document.*



# Contractual and legal Issues: Consortium Agreement - 2

## ❑ CONFIDENTIALITY & PUBLICATIONS. *Rules defined in the CA*

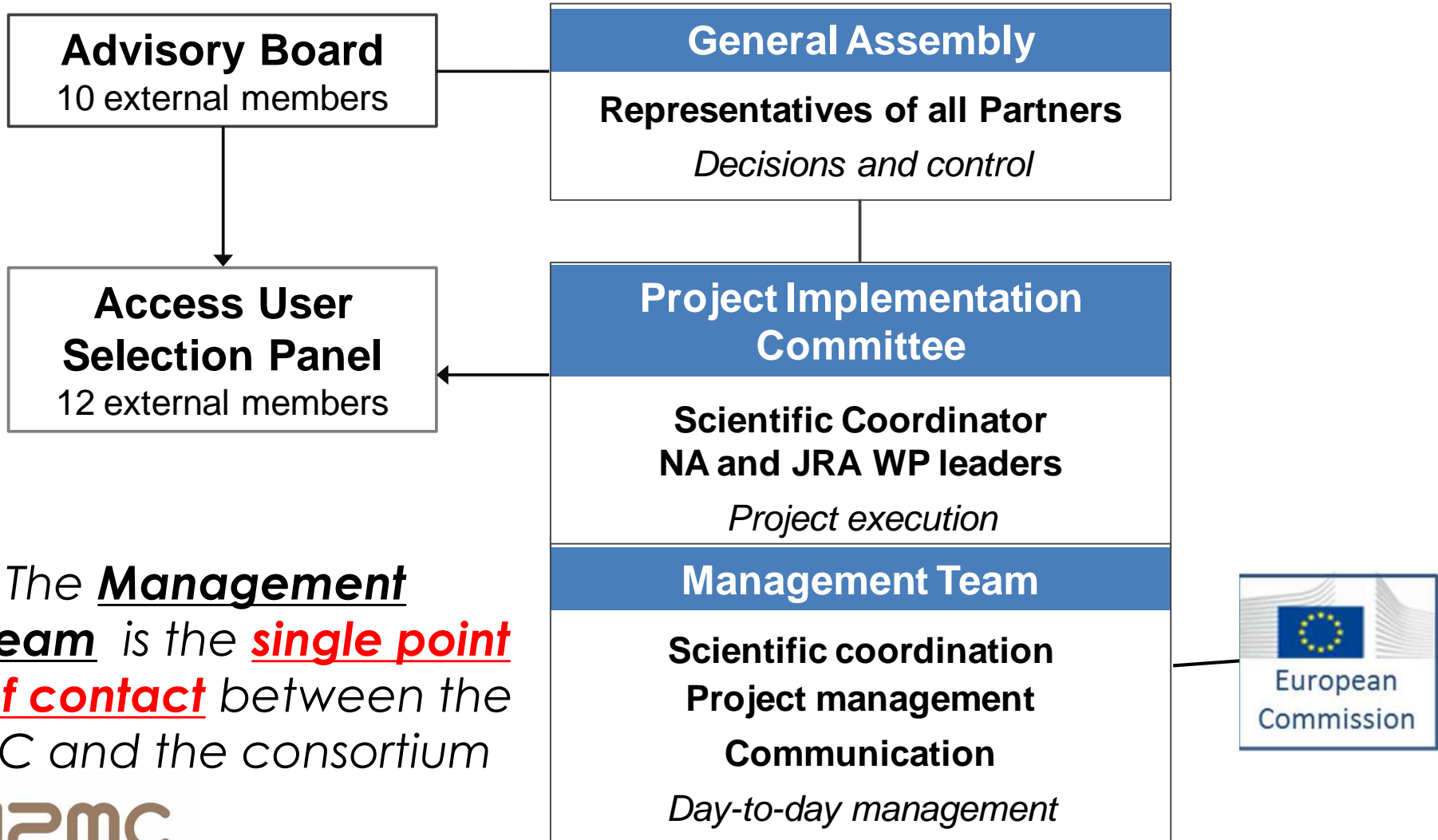
## ❑ ACCESS RIGHTS

- Rights to use results or background under the terms and conditions laid down in accordance with the Horizon 2020 Rules for Participation (Regulation(EU) No 1290/2013)
- must be requested in writing
- must be *Needed*
  - *For the implementation of the Project*
  - *For exploitation of own Results*

# Contractual and legal Issues: Consortium Agreement - 3

- ❑ **TRANSNATIONAL ACCESS TO EXTERNAL USERS.**
  
- ❑ **TO BE SIGNED BY ALL THE BENEFICIARIES**
  - **NOW:** The negotiation (lead by Anaïs DESCLOS) is achieved. An article on the has been added.
  
  - **NEXT:** The final version will be ready in the coming days and **will be sent for signature to all.**

# Consortium bodies



\* The **Management Team** is the **single point of contact** between the EC and the consortium

# Project Implementation Committee: missions

- ❑ **Is the supervisory body for the execution of the project**
- ❑ **Monitor the work to be performed:** “Collect project information each 6 months to check the progression of the project”
- ❑ Implement the General Assembly decisions
- ❑ **Ensure the scientific consistency of approaches**
- ❑ Prepare the content and timing of press releases and joint publications
- ❑ Receive advice from the Advisory board
- ❑ Etc.

# Project Implementation Committee

| Work Package   | Coordinator/WP leader          |
|--|--------------------------------|
| Scientific Coordinator   | Ilaria Nardello                |
| NA 1: Improving TA Provision                                     | Wiebe Kooistra                 |
| NA 2: Improving VA access to MBS data, information and knowledge | Klaas Deneudt                  |
| NA 3: Engaging with User communities                             | Adelino Canario                |
| NA 4: Long-term sustainability                                   | Ibon Cancio                    |
| JRA 1: Genomics Observatories                                    | Georgios Kotoulas              |
| JRA 2: Cryobanking of marine organisms                           | Estefania Paredes and John Day |
| JRA 3: Functional Genomics                                       | Hector Escriva                 |
| JRA 4: Development of instrumentation                            | Ian Probert                    |
| JRA 5: Scientific diving   | Martin Sayer                   |

# Project Implementation Committee

« The members of the Project Implementation Committee are **appointed by the GA** and are **answerable to the GA.** »

**Does someone want to raise an objection to the PIC member list proposed?**

# Advisory board

- ❑ **Mission:** As a supportive structure, the Advisory Board provides advices concerning the orientation and implementation and the project
- ❑ It is composed of 12 independent experts appointed by the PIC and the Management Team. 6 members participate to the User Selection Panel
- ❑ Attend the General Assembly meetings

# Management Team

- ❑ Represents all beneficiaries towards the EC
- ❑ **Communicates documents and information** between the consortium and the EC
- ❑ **Is the contact point to the EC** regarding reporting & payments
- ❑ **Reviews the reports** to verify **consistency with the project tasks** before submission to the EC (**Scientific manager**)
- ❑ **Team members**
  - Scientific Coordinator: Ilaria Nardello
  - Scientific and Access Officer: Florence Guillot
  - Communication officer: to be recruited
  - Project Manager: Stécy Jombert



## ❑ ASSEMBLE Plus mailings lists:

- Scientific contacts: [assemble-plus\\_science@listes.upmc.fr](mailto:assemble-plus_science@listes.upmc.fr)
- Admin contacts: [assemble-plus\\_admin@listes.upmc.fr](mailto:assemble-plus_admin@listes.upmc.fr)

# First period meeting calendar

| General Assembly                 |   |      |           |
|----------------------------------|---|------|-----------|
|                                  | Date  | Host | Venue     |
| 1 <sup>st</sup> meeting          | 19 <sup>th</sup> -20 <sup>th</sup> Oct. 2017  | UPMC | Paris, FR |
| 2 <sup>nd</sup> meeting          | 19 <sup>th</sup> -21 <sup>st</sup> Sept. 2018 | TBC  | TBC       |
| Project Implementation Committee |   |      |           |
|                                  | Date  | Host | Venue     |
| 1 <sup>st</sup> meeting          | 8 <sup>th</sup> Mar. 2018                     | TBC  | TBC       |
| 2 <sup>nd</sup> meeting          | 21 <sup>st</sup> Sept. 2018                   | TBC  | TBC       |
| 3 <sup>rd</sup> meeting          | 7 <sup>th</sup> Mar. 2019                     | TBC  | TBC       |

# First Period (M1-M18) Milestones

MS1

MS2

MS3

MS4

MS5

MS6

**Kick-off  
GA**

**TA call**

**DMP  
publication**

**2<sup>nd</sup> GA  
meeting**

**GO Ocean  
Sampling  
Day**

**3<sup>rd</sup> GA  
meeting**

Oct. 17

Dec. 17

Mar. 18

Sep. 18

Mar. 19

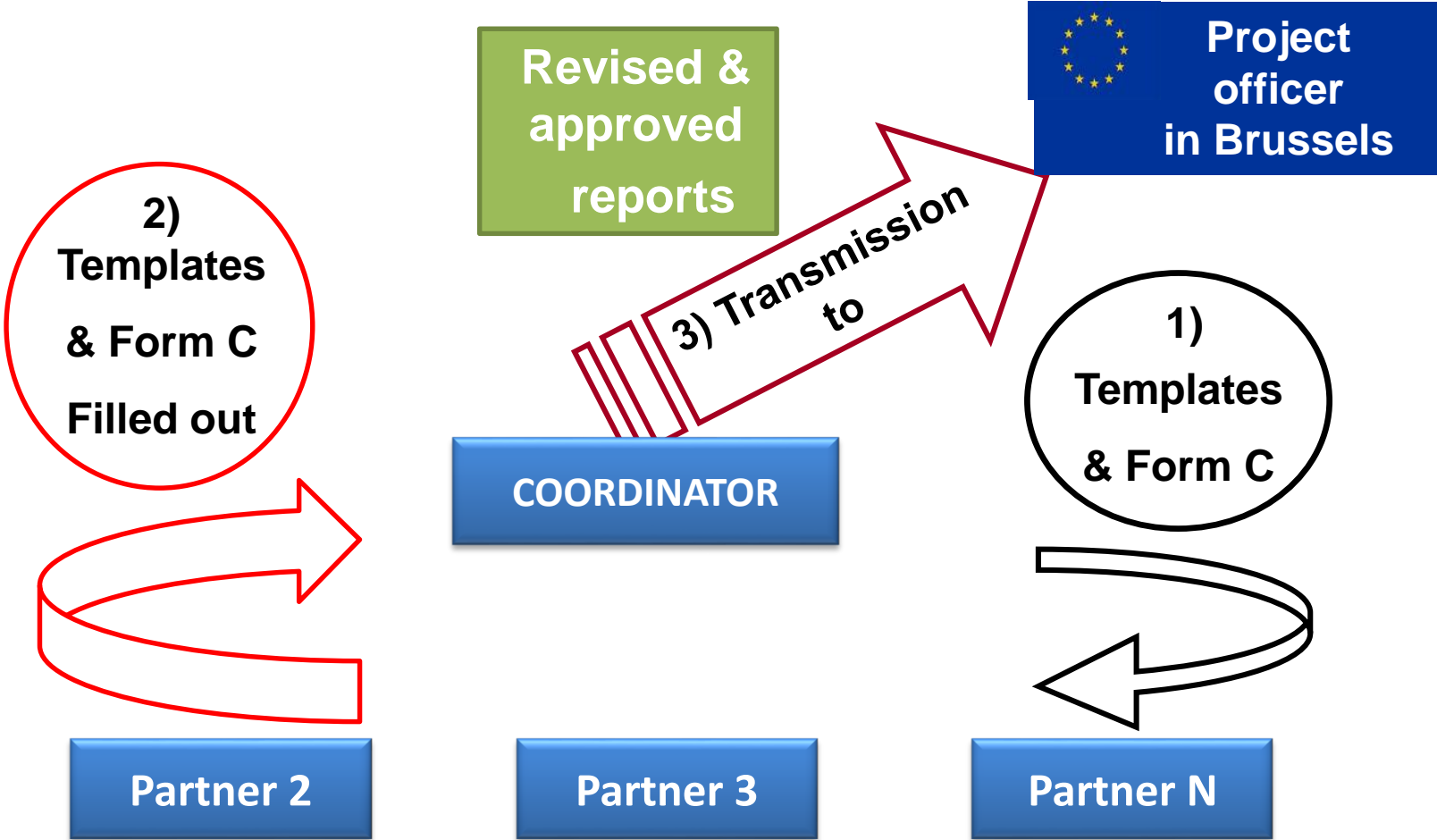
Sep. 19

# Methodology for Deliverables\*

- ❑ Responsible partner, type and expected results: **check the Description of Activities (DoA)**
- ❑ Due date of deliverable reminded by Project Manager **at least one month before.**
- ❑ Internal review by Project Implementation Committee and final check by Coordinator
- ❑ Submission to the EC by the Management board.

**Deliverables** are specific outputs related to an objective of the project. They can be a report, an event, a publication... They represent **contractual results** that must be justified to the EC **in due time**

# Reporting – Who Does What?



# Reporting to the EC

- ❑ **Reporting activities are contractually** planned as follows\*:
  - **Period 1 (M1-M18):** periodic report +cost statements -18 months
  - **Period 2 (M19-M36):** periodic report +cost statements - 18 months
  - **Period 3 (M37-M48):** final report with cost statements -12 months

*\* See the article 20.2 of the Grant Agreement*

- ❑ *Report should be sent to the EC at the end of each period.*  
**Please note that there is no possible delay.**

**=> If you miss the deadline, the EC will not take into account your costs until the next year: so no payment until next year.**

# Financial Aspects

- ❑ **Maximum EC contribution = 9,999,911.48 €**
- ❑ Reimbursement rate: 100% of the eligible costs **i.e. forecast within the DoA in your budget!**
- ❑ **Categories of eligible costs:**
  - Personal
  - Travels and subsistence
  - Consumables
  - Equipment (amortisation reimbursed)
  - Other costs (meeting organisation, publication fees...)
  - Overheads: unique rate of **25%** of all costs declared

**If you have any questions, doubt, special requirements PLEASE ASK THE PROJECT MANAGER FIRST**

# Payment modalities

## ❑ Prefinancing

- Total amount of **5,333,286.12 €**
  - 5% of the max EU contribution -> **EC Guarantee Fund 499,995.57€**
  - Amount received by coordinator: **4,833,290.55 €**
  - Remaining amount of **3,724,734.40 €** is being distributed to the beneficiaries according to their share of total budget
- **We are processing the fund transfers for the partners. We are missing the financial information for 1 partner (NUIG) and need up-to-date bank statements for other partners (UG, HUJI, MPIMM).**





**Thank you for your attention!**

# Useful links

- ❑ Participant Portal  
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
- ❑ Communication guide :  
[http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf)
- ❑ Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020 :  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

# Dissemination & Publication conditions

## ❑ Conditions for any dissemination of results:

- include the following text: **“This project has received funding from the *European Union’s Horizon H2020 research and innovation programme* under grant agreement No 730984”**
- Display the EU logo: **No Horizon 2020 logo!**



- State that it only reflects the authors view's an the EC is not responsible for any use that may be made of the information it contains.

# Reporting – Overview of Costs Eligibility

## ❑ Eligible costs

- Actual costs
- Incurred **only during the duration of the project**
- Related to objectives of the project
- *Economic, efficient and effective*
- *Recorded in accounts of beneficiaries in accordance with their usual accounting rules*

## ❑ Non-eligible costs

- Identifiable indirect taxes including deductible VAT
- Duties
- Interest owed
- Provisions for future losses or debt; exchanges losses; debt and debt service charges, excessive or reckless expenditure

# Reporting – Overview of Requirements

| Reports<br>(Participant Portal)                   | Within 30 days after 12 months | At least 30 days before Mid-Term Review | Within 60 days after 24 months | Within 30 days after 36 months | Within 60 days after 48 months | Within 30 days after Final payment |
|---|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|------------------------------------|
| <b>Progress report</b>                            | ✓                              | ✓                                       |                                | ✓                              |                                |                                    |
| <b>Periodic report:</b>                           |                                |   |                                |                                |                                |                                    |
| • Periodic report (by coordinator)                |                                |   | ✓                              |                                | ✓                              |                                    |
| • Financial statements (Forms C) (by beneficiary) |                                |   | ✓                              |                                | ✓                              |                                    |
| • Summary financial report (by coordinator)       |                                |   | ✓                              |                                | ✓                              |                                    |
| • Certificates (if required)                      |                                |   | ✓                              |                                | ✓                              |                                    |
| <b>Final report</b>                               |                                |   |                                |                                | ✓                              |                                    |
| <b>Distribution report</b>                        |                                |   |                                |                                |                                | ✓                                  |

# Reporting Requirements

## ❑ Periodic report

### ▪ Technical report

- **Explanation of the work carried out** by the beneficiaries
- **Overview of work progress** towards the objectives of the action, (including milestones & deliverables identified in Annex 1)
- **Summary** for publication by the EC
- **Questionnaire** covering the action implementation and the economic and societal impact

### ▪ Financial report

- **Financial Statements** (Forms C), from each beneficiary, detailing the eligible costs for each budget category
- **Explanation of the use of resources**
- **Summary financial statement** consolidating the individual financial statements, including the **request for interim payment**

# Reporting Requirements

## ❑ Final report

### ▪ Technical report

- Overview of the results and their exploitation & dissemination
- Conclusion on the action
- Socio-economic impact on the action

### ▪ Financial report

- Final summary financial statements consolidating the individual financial statements for all the reporting periods
- Request for payment of the balance

## ❑ Distribution report

- Final report on the distribution of the EC financial contribution between beneficiaries