

Deliverable D8.1: ININTERESTING Project Management Handbook

WP8, Task 8.1

Date of document

31/03/2020 (M 03)

Deliverable Version:	D8.1, V1.0
Dissemination Level:	PU ¹
Author(s):	<i>Raquel Hidalgo, Mireia Olave (IKERLAN)</i>

¹ PU = Public

PP = Restricted to other programme participants (including the Commission Services)

RE = Restricted to a group specified by the consortium (including the Commission Services)

CO = Confidential, only for members of the consortium (including the Commission Services)

Document History

Project Acronym		ININTERESTING	
Project Title		Innovative Future-Proof Testing Methods for Reliable Critical Components in Wind Turbines	
Project Coordinator		Mireia Olave MOlave@ikerlan.es IKERLAN	
Project Duration		01/01/2020 – 01/01/2022 (36 Months)	
Deliverable No.		D8.1 ININTERESTING Project Management Handbook	
Diss. Level		Public (PU)	
Deliverable Lead		IKERLAN	
Status		Working	
		Verified by other WPs	
	x	Final version	
Due date		31/03/2020	
Submission date		31/03/2020	
Work Package		WP 8 - Project coordination and management	
Work Package Lead		IKERLAN	
Contributing beneficiary(ies)		IKERLAN, LAULAGUN, VTT, MOVENTAS, SISW, KUL, VITO, BEC	
DoA		IKERLAN will produce a Project Management Handbook in M3 for internal use for the project management and quality assurance, which will include guidelines for financial reporting, presentation standards for deliverables and reports to the EC, measures to ensure timely reporting and KPIs to monitor the progress of activities and achievement of the objectives. It will include an internal review procedure to guarantee the quality of the results of the project. Each WP leader will be responsible for the quality of the results of the corresponding WP, which will be subjected to a review by at least two other partners of the project. Before submitting any result to the EC, its content will be reviewed, to ensure the clarity of the message and the accuracy of its meaning. Internal communication procedures will be also defined here, as well as meetings schedules and procedures (timing, call for attendants, documents circulation, etc.) both internal and with the EC.	
Date	Version	Author	Comment
30/03/2020	0.1	Raquel Hidalgo	First draft of deliverable
13/03/2020	0.1	Aitor Zurutuza	Changes
18/03/2020	0.1	Matteo Kirchner	Changes
28/03/2020	0.2	Mireia Olave	Modifications
30/03/2020	1.0	Raquel Hidalgo	Final version

The content of this report represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the Executive Agency for Small and Medium-sized Enterprises (EASME) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains

1 Table of Contents

1	Introduction	7
2	Project basis.....	8
2.1	Participants	8
2.2	Internal Contact Management	8
3	Project structure	9
3.1	WP list/overwiev	9
3.2	Project duration	9
3.3	Budget	9
4	Project reporting obligations	10
4.1	Deliverables	10
4.2	Interim reports	13
4.2.1	Time limit for submission of Interim Reports.....	13
4.2.2	Content of periodic report.....	13
4.2.3	Data collection from beneficiaries and roles	13
4.3	Periodic Reports.....	14
4.3.1	Time limit for Submission of periodic reports	14
4.3.2	Content of periodic report.....	14
4.3.3	Data collection from beneficiaries and roles	15
4.4	Final Report	16
4.4.1	Content of final report.....	16
4.4.2	Submission of final report.....	17
4.4.3	Data collection from beneficiaries and roles	17
5	Management structure	18
5.1	Project Coordinator	18
5.2	Project Management Board.....	18
5.3	Project Technical Committee.....	19
5.4	Work Packages Leaders	20
5.5	Stakeholders Working Group	20
6	Procedures.....	21
6.1	Conflict resolution.....	21
6.2	Internal Monitoring and Progress Reporting	21
6.3	Meetings	22
6.3.1	Notice of a meeting	22
6.3.2	Sending the agenda	22

6.3.3	Scheduled meetings.....	22
6.3.4	Meeting minutes.....	23
6.4	Risk Management	23
6.5	Voting Rules and Quorum.	23
6.6	Dissemination of results - Open Access-visibility of EU funding	24
6.6.1	Dissemination of Results.....	24
6.6.2	Open Access.....	24
7	Information management.....	26
7.1	Information Flow Chart	26
7.2	Submission of Deliverables	26
7.3	Financial Information-Reporting costs	29
7.3.1	Completion of the cost statement	30
7.3.2	Electronic signature of the financial statement	32
7.3.3	H2020 eligible costs and cost categories.....	33
7.4	Certificate on the financial statements (CFS).....	34
7.5	Documentation to be kept- Supporting documents of costs claimed.....	35
7.6	Payments.....	36
8	Document handling	37
8.1	Reserved Collaborative area	37
8.2	Definition Deliverable Numbering System	37
8.3	Language	38
8.4	Document Templates	38
9	Project changes and potential problem areas.....	39

Table of Tables

Table 1. Project Participants.....	8
Table 2. List of deliverables.....	10
Table 3. Contributions for the periodic reports	16
Table 4. Members of the PMB	19
Table 5. Members of the TC	19
Table 6. WP Leaders.....	20
Table 7. Progress reporting obligations	21
Table 8. Meeting planning proposal.....	22
Table 9. Reviewers of deliverables	27
Table 10. Dates for the submission of the documents from the partners to the Coordinator ..	29
Table 11. Payment schedule	36



Table of Figures

Figure 1. Workflow for preparing the technical part of interim reports.	13
Figure 2. Technical information -workflow.....	15
Figure 3. Financial information-workflow	15
Figure 4. Management Structure.	18
Figure 5. Deliverables workflow.....	26
Figure 6. Model Annex 4 for H2020 General MGA	31
Figure 7. Funding & Tender opportunities portal. Ininteresting project.....	32
Figure 8. Funding & Tender opportunities portal Sign & submit financial Statements	33
Figure 9. ECAS signature in the Funding and Tenders Opportunities Portal.....	33

...



1 Introduction

ININTERESTING Management Handbook aims to give a quick overview of the most relevant managerial aspects of the project setting the rules and responsibilities of the partners aimed at ensuring good quality and progress of the work.

This document summarises all the required knowledge for the good management of the project documentation and contains all information related to the management strategy, structure of the consortium, reporting issues, templates to be used, publication procedures, etc. Furthermore, the purpose of this guide is to clarify the legal and financial aspects of the Grant Agreement and Consortium Agreement that may need further explanations to beneficiaries.

This guide is a 'living' document and can be modified according to the project needs. This document will be updated and extended, if needed, through the lifecycle of ININTERESTING project, including relevant issues and changes in the project or procedures. Every time the document is updated, all the partners will be duly informed about the updates and the changes made concerning the previous version.



2 Project basis

2.1 Participants

The beneficiaries or Project Participants of ININTERESTING are listed in the Grant Agreement, in the Consortium Agreement and showed in Table 1:

Table 1. Project Participants

No.	Description		Short name	County
1	IKERLAN S.COOP		IKERLAN	SPAIN
2	LAULAGUN BEARINGS SL		LAULAGUN	SPAIN
3	Teknologian tutkimuskeskus VTT oy		VTT	Finland
4	MOVENTAS GEARS OY		MOVENTAS	Finland
5	SIEMENS INDUSTRY SOFTWARE NV		SISW	Belgium
6	KU LEUVEN		KUL	Belgium
7	VLAAMSE INSTELLING VOOR TECHNOLOGISCH ONDERZOEK N.V		VITO	Belgium
8	CLUSTER DE ENERGIA		BEC	Spain

An updated list of contacts will be available in the ININTERESTING collaborative area. New contacts, changes and or corrections to the list of contacts should be addresses to IKERLAN to keep updated the contact details of beneficiaries involved.

2.2 Internal Contact Management

Different mailing distribution lists will be created:

- Project Management Board (PMB): 1 contact per beneficiary
- Project Technical Committee (PTC): WP leaders (1 or several contacts)
- Technical List: Technical staff from all beneficiaries (1 or several contacts)
- Administrative and Financial Issues: Admin/Finan staff from all beneficiaries (1 or several contacts)
- Marketing list: marketing staff from all beneficiaries (1 or several contacts)

Partners must provide their contact list (Full Name and e-mail) which gathers the contacts from those people directly participating in the project execution.

The lists will be uploaded in COLABORA and they will be a document active and alive to adapt to project circumstances.

3 Project structure

3.1 WP list/overview

ININTERESTING is a 36 months project organized in 9 work packages described in Annex 1 of the Grant Agreement with the following characteristics:

WP N.	WP Title	Lead Participant	Person-Months	Start Month	End Month
WP1	Requirements and concept development	IKERLAN	29	1	8
WP2	Advanced virtual testing and design tools for ensuring reliability	IKERLAN	105	4	20
WP3	Simplified tailored physical testing	VTT	75.5	4	30
WP4	Smart fusion towards upscaling for hybrid accelerated testing	KUL	74	7	32
WP5	Full-scale physical testing for the validation of ININTERESTING solutions	LAULAGUN	75.5	12	36
WP6	Environmental, social and economic assessment	VITO	31.5	1	36
WP7	Dissemination and exploitation activities	BEC	36.5	1	36
WP8	Project coordination and management	IKERLAN	29	1	36
WP9	Ethics requirements	IKERLAN	N/A	1	36

Each Work Package has its own WP leader whose responsibility is the completion of the work described in Annex I of the Description of the Action, hereinafter referred to as “DoA”.

3.2 Project duration

The effective start of the project is 01/01/2020 and the project ends 36 months later, on 31/12/2022.

3.3 Budget

The estimated budget for the action is set out in Annex II to the Grant Agreement and the maximum grant amount to the project is 4.751.413,75 €.

The Annex I of DoA includes a section named Resources to be Committed where it is described the use of resources planned for implementation of the project.

4 Project reporting obligations

Monitoring the project implementation is a continuous task that takes place at any moment of the project. In accordance with the Grant Agreement, the project reporting obligations with the Commission are the following:

- **Deliverables** (as described in DoA): article 19 of GA. The complete list of deliverables to be submitted to the Commission is available in section 4.1 (see Table 2). From this list, there are 4 specific deliverables aimed at monitoring and reporting the progress of the work and implementation of the project:
 - **D8.2 Consortium Interim Report M6**
 - **D8.2 Consortium Interim Report M12**
 - **D8.2 Consortium Interim Report M24**
 - **D8.2 Consortium Interim Report M30**
- **Periodic report** (within 60 days following the end of each reporting period)-Article 20 of GA. It includes both, technical and financial report.
 - **RP1: from month 1 to month 18.**
 - **RP2: from month 19 to month 36.**
- **Final report** (in addition to the periodic report for the last reporting period)
 - **Final Technical report**
 - **Final Financial report**

4.1 Deliverables

The list of deliverables for the 36 months shown by WP is included in the table below, ordered by work package:

Table 2. List of deliverables

	Deliverable Name	WP nr.	Lead participant	Type	Diss level	Deliv date
D1.1	Technical, environmental and social requirements of the future wind turbines and lifetime extension	WP1	IKERLAN	DEM	PU	6
D1.2	New pitch bearing final design	WP1	LAULAGUN	OTHER	CO	8
D1.3	Novel journal bearing final design	WP1	MOVENTAS	OTHER	CO	8
D1.4	Novel existing pitch bearing lifetime extension concept (CS3)	WP1	IKERLAN	OTHER	CO	8
D2.1	Probabilistic loading data set and statistical results	WP2	IKERLAN	R	PU	12
D2.2	New advanced reliability prediction method implemented in a tool	WP2	IKERLAN	OTHER	CO	18
D2.3	New advanced method for the simulation of the induction hardening process	WP2	IKERLAN	OTHER	CO	16
D2.4	Report on reliability lifetime extension solutions and the methodology description	WP2	IKERLAN	R	CO	20

D2.5	Reports on modelling choices and practices for analytical models of 4-points and 8-points contacts bearing models	WP2	SISW	R	CO	20
D2.6	Report on numerical validation between advanced flexible multibody models, analytical models and full FE models to evaluate the limits of applicability of the different approaches	WP2	KUL	R	CO	20
D2.7	Executable to provide loads on critical elements (raceway and rollers) given a 6DOF input load trajectory in service to probabilistic load calculations and virtual sensing	WP2	KUL	OTHER	CO	20
D2.8	Report on sensor selection method for bearing models in service to estimating critical component loads and crack locations/severity	WP2	KUL	R	CO	18
D2.9	Sensor set for both the small scale pitch bearing setup as the large scale bearing setup	WP2	KUL	R	CO	12
D3.1	Simplified fatigue test bench results for microstructural characterization	WP3	IKERLAN	R	PU	20
D3.2	Characterisation and evaluation results for fatigue-based failure modes	WP3	VTT	R	CO	24
D3.3	Report on material characterization data and simplified test results for stiffening/repair of existing pitch bearings	WP3	IKERLAN	R	CO	24
D3.4	Experimental testing procedure and results for RSF characterization	WP3	IKERLAN	OTHER	PU	24
D3.5	Rolling element test results and the validation document	WP3	LAULAGUN	OTHER	CO	20
D3.6	Multi-scale test data for journal bearing performance evaluation	WP3	VTT	OTHER	CO	24
D3.7	Concept of miniaturised pilot tests and data for hybrid testing in WP4	WP3	MOVENTAS	R	CO	30
D4.1	Report on numerical validation on parameter, load and crack identification estimation	WP4	KUL	R	CO	28
D4.2	Report on validity and extendibility of the virtual sensing approaches for parameter and input estimation on full-scale pitch bearing tests	WP4	KUL	R	CO	18
D4.3	Report on upscaling technique to applied for the proposed hybrid accelerated testing methodology	WP4	IKERLAN	R	CO	32
D4.4	Report on experimental validation on the accuracy of the model-based virtual sensing approach for parameter estimation, load estimation and crack detection	WP4	KUL	R	CO	32

D5.1	RCF large test results and the validation document	WP5	LAULAGUN	R	CO	24
D5.2	Large scale test for CS1 new concept results and the validation document	WP5	LAULAGUN	DEM	CO	32
D5.3	Large scale test for RSF failure mode and CS3 new concept results and the validation document	WP5	IKERLAN	DEM	CO	32
D5.4	Large scale test for CS2 new concept results and the validation document	WP5	MOVENTAS	DEM	CO	36
D5.5	Report on methodology proposed for the hybrid accelerated testing	WP5	IKERLAN	R	CO	36
D6.1	Report on sustainability assessment of BAU reference situation	WP6	VITO	R	PU	8
D6.2	Report on sustainability assessment results of screening solutions	WP6	VITO	R	PU	30
D6.3	Final report on sustainability assessment results of ININTERESTING	WP6	VITO	R	PU	36
D7.1	Communication Plan	WP7	BEC	R	PU	3
D7.2	Dissemination Plan	WP7	BEC	R	PU	3
D7.3	Report on stakeholder engagement and activity (M12, 24, 36)	WP7	BEC	R	PU	12
D7.4	Communication & Dissemination activities report (M12, 24, 36)	WP7	BEC	R	PU	12
D7.5	Plan for the Exploitation of Results	WP7	BEC	R	CO	36
D8.1	ININTERESTING Project Management Handbook	WP8	IKERLAN	R	PU	3
D8.2	Consortium Interim Reports (M6, 12, 24, 30)	WP8	IKERLAN	R	CO	6
D8.3	Data Management Plan (M6, 18, 36)	WP8	IKERLAN	R	PU	6
D9.1	Ethics	WP9	IKERLAN			

TYPE corresponds to one of the following codes

- R = Document, report
- DEM = Demonstrator, pilot, prototype
- OTHER = Other

DISSEMINATION LEVEL corresponds to the following codes:

- PU = Public
- CO = Confidential, only for members of the consortium (including the Commission Services).

ININTERESTING starts the 1st January 2020. Submission of a deliverable in month 1 (M1) shall be understood as the deadline for delivery on the 31st January 2020.

All deliverables have to be submitted electronically to the Commission through the SyGMA electronic system in the Participant Portal.

4.2 Interim reports

The interim reports are 4 specific deliverables aimed at monitoring and reporting the progress of the work and implementation of the project:

- **D8.2 Consortium Interim Report M6**
- **D8.2 Consortium Interim Report M12**
- **D8.2 Consortium Interim Report M24**
- **D8.2 Consortium Interim Report M30**

The objective of these deliverables is to keep track of the project activities and progress per WP, tasks, and milestones status and estimation of expenditure per partner.

4.2.1 Time limit for submission of Interim Reports

As the rest of the deliverables, the interim reports must be submitted within the deadlines defined in Annex I in the Grant Agreement.

4.2.2 Content of periodic report

Each interim report has a technical and financial part. In the repository, there will be one template for the technical part of each of the interim reports. The WP leaders are responsible to prepare internal technical inputs for the report.

Additionally, regarding the financial part, each partner must fill the H2020 Cost Statement Template with the costs generated during the period. This template is in excel format and will be available in the collaborative area.

4.2.3 Data collection from beneficiaries and roles

- **Technical:** The Project Coordinator will launch the process of collecting technical inputs for the technical report 6 weeks before the due date. The WP leaders must prepare internal technical inputs and send them to the coordinator 4 weeks before the due date. IKERLAN will prepare the complete report and send it to all the partners for review 2 weeks before the due date.

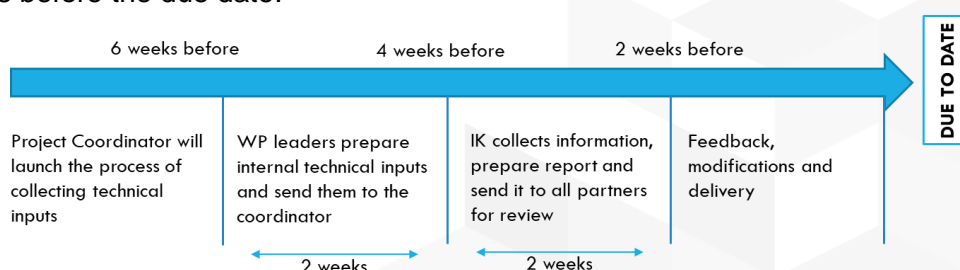


Figure 1. Workflow for preparing the technical part of interim reports.

- **Financial information workflow:** The Project Coordinator/ Zabala will launch the process of collecting financial information 6 weeks before the due date. All partners must fill in the Cost Statement template and send them to the Project Coordinator/ Zabala 4 weeks before the due date. The Project Coordinator/ Zabala will review the information and will add the financial part to the report. Finally, the complete report will be sent to partners for review.

4.3 Periodic Reports

The project ININTERESTING has divided into 2 reporting periods:

- RP1: from month 1 to month 18: from 01/01/2020 to 30/06/2021
- RP2: from month 19 to month 36: from 01/07/2021 to 31/12/2022

After the end of each interim period, a periodic report shall be submitted to the Commission.

4.3.1 Time limit for Submission of periodic reports

The 2 Periodic reports and the Final report shall be submitted to the Commission by the Coordinator within 60 days after the end of the reporting period:

- 1st periodic report shall be delivered in M20; deadline 29/08/2021
- 2nd periodic report shall be delivered in M38; deadline 1/03/2023

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables within 90 days of their receipt. The corresponding payments will be distributed within 90 days of the reception. In the case that the Commission requests any further information, clarification or documentation on the periodic report, the time of 90 days will be stopped from the Commission side restarting the count-down upon reception of requested information.

4.3.2 Content of periodic report

The content of the Periodic reports is compulsory and determined by the Commission in accordance to the Article 20.3 of the Grant Agreement. A template of the **Periodic report** is available at ININTERESTING Repository (see folder “templates”).

The periodic report must include the following:

- a. a **‘periodic technical report’** containing:
 - (i) an explanation of the work carried out by the beneficiaries;
 - (ii) an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1. This report must:
 - include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out.
 - detail the exploitation and dissemination of the results.
 - indicate the communication activities;
 - (iii) a summary for publication by the Agency;
 - (iv) the answers to the **‘questionnaire’**, covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;
- b. a **‘periodic financial report’** containing:
 - (i) an ‘individual financial statement’ (see Annex 4) from each beneficiary, for the reporting period concerned.

Each beneficiary must certify that:

- the information provided is full, reliable and true;
- the costs declared are eligible (see Article 6);

- the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22), and
 - for the last reporting period: that all the receipts have been declared (see Article 5.3.3).
- (ii) an **explanation of the use of resources** and the information on subcontracting (see Article 13) and in-kind contributions provided by third parties (see Articles 11 and 12) from each beneficiary, for the reporting period concerned;
- (iii) a '**periodic summary financial statement**', created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the **request for interim payment**.

4.3.3 Data collection from beneficiaries and roles

For the preparation of periodic reports, the technical and financial inputs are necessary from beneficiaries.

- **Technical information workflow**

The process for collecting these inputs is detailed below:

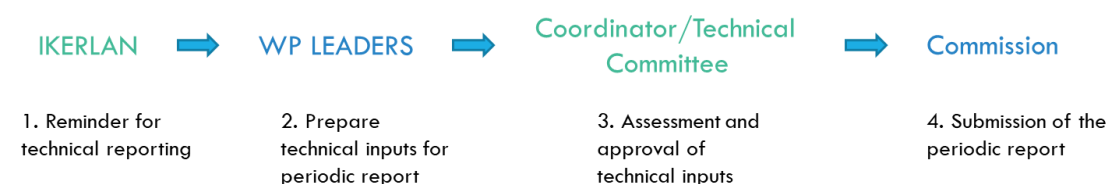


Figure 2. Technical information -workflow

The Project Coordinator will launch the process of collecting technical inputs for the technical report at the **end of M18** (30/06/2021) and **M36** (31/12/2022). The WP leaders must prepare internal technical inputs for the report during the month after to be ready by the **end of M19** (31/07/2021) and **M37** (31/01/2023). In addition, they are responsible for the supervision and technical quality of the results generated within the WP.

- **Financial information workflow**

The process for collecting these inputs will be supervised by Zabala consulting and is detailed below:



Figure 3. Financial information-workflow

The Project Coordinator/ Zabala will launch the process of collecting financial information at the **end of M18** (30/06/2021) and **M36** (31/12/2022). The partners must fill in the excel templates and the online application during the month after to be ready by the **end of M19** (31/07/2021) and **M37** (31/01/2023).

All beneficiaries shall complete electronically the model for the Financial Statement via the Participant Portal. A beneficiary may request the Coordinator to fill the financial statement on his behalf and the required information will be filled in by Zabala.

The Individual Financial Statements of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organization.

To better understand the required documents to be uploaded and the due date for each of them, Table 3 was elaborated.

Table 3. Contributions for the periodic reports

Report	Who	What	When
Technical Report	Work Package Leaders	WP Progress report within the periods	One month after finalisation of each reporting period (M19 and M37).
Financial Report	All the partners	Cost statement + Estimation of resources	One month after finalisation of each reporting period (M19 and M37).
	All the partners	Model for the financial statements + Certificate on Financial Statements (if required)	One month after finalisation of each reporting period: M19 and M37 M38

4.4 Final Report

At the end of the project, **one Final Report** has to be submitted in addition to the periodic report for the last period. The content of the Final report is compulsory and determined by the Commission; see Article 20.4 of the Grant Agreement.

A **template** of the **Final report** will be available on the **ININTERESTING** Repository (**COLABORA**).

4.4.1 Content of final report

The structure of the Final Report is set as follows:

- a. a **'final technical report'** with a **summary** for publication containing:
 - (i) an overview of the results and their exploitation and dissemination;
 - (ii) the conclusions on the action, and
 - (iii) the socio-economic impact of the action;
- b. a 'final financial report' containing:
 - (i) a **'final summary financial statement'**, created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and
 - (ii) a **'certificate on the financial statements'** (drawn up in accordance with Annex 5) for each beneficiary, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2).

4.4.2 Submission of final report

The submission of the final report shall be done within 60 days following the end of the last reporting period (1/03/2023) via the electronic exchange system.

4.4.3 Data collection from beneficiaries and roles

For the preparation of the Final Report, technical and financial inputs are necessary from beneficiaries. Technical and financial information will be collected following the same workflow as the one described in section 4.2.

Beneficiaries shall keep the originals and supporting documents relating to the project **up to 5 years since the finalization of the project, that is, the date of last payment from the Commission.**



5 Management structure

To ensure the efficient progress of the project from a technical, administrative and financial point of view, a simple leading hierarchy that ensures fast decision taking and smooth project management was defined.

Chaired by the Project Coordinator, the management structure has been organized in three main boards (Figure 4): the Project Management Board (PMB), the Project Technical Committee (PTC) and the Stakeholders Working Group. Main project figures and boards are detailed below:

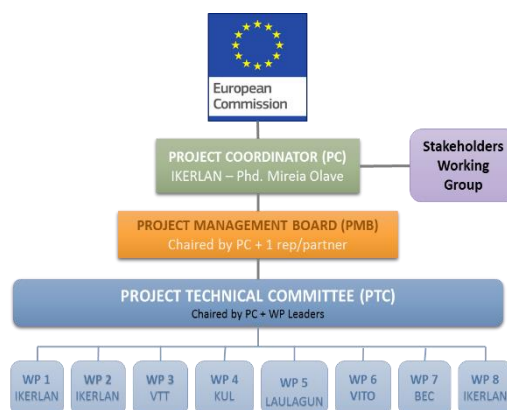


Figure 4. Management Structure.

5.1 Project Coordinator

The coordinator of the project is IKERLAN led by Dr. Mireia Olave. The tasks allocated to the PC and her team are the following:

- Contact point with the EC;
- Organizing the project management meetings and preparing minutes of the meetings;
- Overall monitoring of project progress;
- Quality assurance;
- Administrative management of the project;
- Monitoring the expenses and allocation of the budget, assisting participants;
- Coordinating payments to the partners;
- Requesting the needed amendments, if necessary;
- Providing assistance to partners giving advice on all project matters, e.g. how to fill in cost statements, rights and obligations, etc.

5.2 Project Management Board

The PMB will be the steering and management committee responsible for taking the “major decisions” of general nature within the frame of the EC Contract and the Consortium Agreement related to the project such as:

- Any decision affecting more than one partner such as contractual matters, planning, financial matters, major technical decisions, preparation of reporting.
- Major changes in the nature of the project including starting or stopping it to conduct a particular part of the project.
- Any expenditure out of the agreed in the budget.

- Issues concerning the ownership of the results and access rights of the results.

The PMB consists of one representative of each partner of the consortium and will be chaired by the Project Coordinator, Ms Mireia Olave (IKERLAN).

Table 4. Members of the PMB

Partner	Member
Coordinator	Mireia Olave
LAULAGUN	Aitor Zurutuza
VTT	Helena Ronkainen
MOVENTAS	Mikko Järvinen
SIEMENS INDUSTRY SOFTWARE	Leoluca Scurria
KU LEUVEN	Matteo Kirchner
VITO	Carolin Spirinckx
BASQUE ENERGY CLUSTER	Marcos Suarez

The SC will meet at least twice a year in conjunction with TC meetings in a face-to-face meeting and at any time at the request of SC chairperson, or upon written request of the TC or 2 Members of the SC.

5.3 Project Technical Committee

The PTC will be under the control of the PMB. The PTC will be in charge of supervising the work program implementation, in order to fulfil the aims of the overall project and the individual work packages.

The PTC will be composed of the WP leaders and chaired by the TC: Mireia Olave. The TC will be requesting and collecting information from all PTC members who will deliver the reports, statements or documents for which they are responsible, according to the time scale of the Work Programme. Scientific coordination of project tasks will be her main responsibility in order to assure smooth coordination and communication among work package leaders.

Table 5. Members of the TC

WP	Partner	Member
Coordinator	IKERLAN	Mireia Olave
WP1	IKERLAN	Iker Urresti
WP2	IKERLAN	Mireia Olave
WP3	VTT	Helena Ronkainen
WP4	KUL	Matteo Kirchner
WP5	LAULAGUN	Aitor Zurutuza
WP6	VITO	Carolin Spirinckx Wai Chung Lam
WP7	BEC	Marcos Suarez
WP8	IKERLAN	Mireia Olave

Each WP will have a leader in charge of the coordination of the tasks within the WP. WP leaders are responsible for the supervision and technical quality of the results generated within

the WP. They will coordinate partner interaction within the WP and they will call for internal WP meeting if required. Project progress will be reviewed at each milestone point.

The Technical Committee shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the Steering Committee.

The TC will meet in regular basis every two months via Skype and twice a year in face-to-face meeting. Additional Skype or face to face meetings will be arranged if is required to meet the project requirements.

The TC will take the decisions preferably by consensus. If consensus is not reached, the TC will vote on the decision. Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

5.4 Work Packages Leaders

The WP Leaders will assure the coordination between the different project teams that collaborate with the aim of exchanging intermediate results. They will assure the timely execution of tasks included in each WP and stimulating the interaction between the various partners involved. They are also responsible for the consolidation of the specification reports and execution of the tasks that integrate each WP. Each organization involved appointed a WP Manager (Table 6), who is responsible for operational decisions.

Table 6. WP Leaders

WP	WP Leader Organisation	WP Leader Member
WP1	IKERLAN	Iker Urresti
WP2	IKERLAN	Mireia Olave
WP3	VTT	Helena Ronkainen
WP4	KUL	Matteo Kirchner
WP5	LAULAGUN	Aitor Zurutuza
WP6	VITO	Carolín Spirinckx Wai Chung Lam
WP7	BEC	Marcos Suarez
WP8	IKERLAN	Mireia Olave

5.5 Stakeholders Working Group

This group aims to involve and engage relevant entities with different profiles to provide their support and advice within the project. On one side, technical requirements and inputs are essential, and in this sense, some **industrial companies** have already shown their interest in the project. But apart from them, it is key for the project interests to involve also entities that can provide inputs regarding environmental concerns, socioeconomic and livelihood aspects. More information about the planned activities are collected in D7.2. Dissemination Plan. Additionally, the specific activities with the stakeholders will be reported in the deliverable D7.3 (M12, 24, 36).

6 Procedures

6.1 Conflict resolution

Having a good working relationship among the project team members will be a prerequisite for a quick resolution of problems and issues. The partners shall always try to reach an agreement on conflicts based on. However, if this is not possible, the resolution of problems and conflicts must be handled systematically.

Conflicts will have to be solved at the lowest level possible, and preferably amicably. If an agreement cannot be reached at a task or WP level, then the Project Coordinator will mediate. If that is not satisfactory, then the PMC will take a decision, and if necessary, it will ask for the authorization of the European Commission.

Definitive conflict resolution procedures are laid down in the Consortium Agreement. This document formalizes the rights, obligations, relationships and procedures within the consortium, as well as any other relevant issues such as the use of background material, IPR, etc. In case of conflict between participants on access rights, the coordinator should advise the PMB for arbitration (in correlation with EC rules).

6.2 Internal Monitoring and Progress Reporting

Project monitoring will comprise:

- Interim Reports: Four interim reports will be submitted as deliverables D8.2 on months M6, M12, M24 and M30.
- Periodic Reports: According to the Grant Agreement, the Coordinator will submit two periodic reports and the final report to the Commission.
- External monitoring: Monitoring carried out by the European Commission. This external monitoring will be based on the review of the reports and deliverables of the project by the reviewers selected by the Commission.

The Table 7 resumes the progress reporting obligations of ININTERESTING:

Table 7. Progress reporting obligations

Type	Name	Delivery	Delivery Data	Commitment
Deliverable	D8.2	M6	30/06/2020	DoA
Deliverable	D8.2	M12	31/12/2020	DoA
Deliverable	D8.2	M24	31/12/2021	DoA
Deliverable	D8.2	M30	30/06/2022	DoA
Report	1 st Periodic report	M18	31/08/2021	Grant Agreement
Report	2 nd Periodic report	M36	01/03/2023	Grant Agreement
Report	Final	M36	01/03/2023	Grant Agreement

6.3 Meetings

6.3.1 Notice of a meeting

The chairperson of a Consortium Body will give notice in writing of a meeting to each member of the body no later than:

	Ordinary meeting*	Extraordinary meeting*
Project Management Board	45 calendar days	15 calendar days
Project Technical Committee	14 calendar days	7 calendar days

6.3.2 Sending the agenda

The chairperson of a Consortium Body will prepare and send to each member of the body a written agenda no later than:

	Ordinary meeting*	Extraordinary meeting*
Project Management Board	21 calendar days	15 calendar days
Project Technical Committee	7 calendar days	7 calendar days

6.3.3 Scheduled meetings

In the Kick Off Meeting the Project Manager proposed the following planning for the face-to-face and Skype meetings (Table 8). Additionally, teleconference meetings via Skype will be arranged whenever it would be necessary.

Table 8. Meeting planning proposal

Month	Meeting	Host Proposal	Date
M1	KOM	KULeuven	Jan 2020
M2	Project Progress	Skype	Feb-20
M4	Project Progress	Skype	April 2020
M6	Project Meeting	IKERLAN	Jun-20
M8	Project Progress	Skype	Aug 2020
M10	Project Progress	Skype	Oct-20
M12	Project Meeting	VITO	Dic-20
M14	Project Progress	Skype	Feb-21
M16	Project Progress	Skype	April 2021
M18	Project Progress	Skype	Jun-21
M20-M21	Project Meeting Project REVIEW	SISW	Aug 2021
M22	Project Progress	Skype	Oct-21

M24	Project Meeting	BEC	dic-21
M26	Project Progress	Skype	feb-22
M28	Project Progress	Skype	April 2022
M30	Project Meeting	VTT	jun-22
M32	Project Progress	Skype	Aug 2022
M34	Project Progress	Skype	oct-22
M36	Project Progress	Skype	dic-22
M37/M38	Project REVIEW	LAULAGUN	To be defined

6.3.4 Meeting minutes

The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He/she shall send the draft minutes to all Members within 10 calendar days of the meeting.

The minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The accepted meeting minutes will be available in the collaborative area of the project.

6.4 Risk Management

The PMB will be in charge of this continuous follow-up and there will be a point dedicated to risk management in each PMB meeting.

At the proposal preparation stage, the consortium has identified and described in the GA (Table 1.3.5.WT5 Critical Implementation risks and mitigation actions) the main risks that the project will face.

The process of risk identification will be permanent during the progress of the project. Each partner has the responsibility to report immediately to their respective WP leader and to the Project Manager any risky situation that may arise and may affect the project objectives or their successful completion. Any change in the time scheduled for deliverables or in the allocated budget must be reported to the corresponding WP leader or the Project Manager. In case of problems or delays, the WP leader will be consulted and he/she may install task forces to take the necessary/ corrective actions.

In case no resolutions are reached, the different committees will be consulted and will establish mitigation plans to reduce the impact of the risk occurring.

6.5 Voting Rules and Quorum.

Each Consortium Body shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum). If the quorum is not reached, the chairperson of the Consortium Body shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an

extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

Each Member of a Consortium Body present or represented in the meeting shall have one vote.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast.

6.6 Dissemination of results - Open Access-visibility of EU funding

6.6.1 Dissemination of Results

Dissemination activities and publications will be governed by the Grant Agreement (article 29) and the Consortium Agreement. As stated, any dissemination of results (in any form, including electronic) must:

- display the EU emblem and
- include the following text:

“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 768772”.

When displayed together with another logo, the EU emblem must have appropriate prominence.

Any dissemination of results must indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

A complete procedure for the dissemination of the activities and publications will be available in D7.1 Communication Plan and D7.2 Dissemination Plan.

6.6.2 Open Access

Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results.

In particular, it must:

- as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications.
Moreover, the beneficiary must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
- ensure open access to the deposited publication — via the repository — at the latest:
 - on publication, if an electronic version is available for free via the publisher, or
 - within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- ensure open access — via the repository — to the bibliographic metadata that identifies the deposited publication.
The bibliographic metadata must be in a standard format and must include all of the following:
 - the terms “European Union (EU)” and “Horizon 2020”;

- the name of the action, acronym and grant number: Innovative Future-Proof Testing Methods for Reliable Critical Components in Wind Turbines-ININTERESTING-N° 851245.
- the publication date, and length of the embargo period if applicable, and a persistent identifier.

ININTERESTING project will join the Open Research Data Pilot (an initiative which aims to improve and maximize access to and re-use of research data generated by projects). Partners will provide open access to research data only in the case of public deliverables, non-protected results or results coming after a patent registration, so that the exploitation is guaranteed and the commercial interest of results is not jeopardized.

A Data Management Plan (DMP) will be set up on month 6 and will be updated during the project lifetime on an annual basis. The DMP aims to provide an analysis of the main elements of the data management policy that will be used by the applicants with regard to all the datasets that will be generated by the project and provide a solid procedure to guarantee open and free access to them.



7 Information management

7.1 Information Flow Chart

All the issues (problems, delays, etc.) must be communicated from each partner to the WP Leader. The Work Package Leader will be responsible for dealing with the issue raised and solve it. In the case that the issue cannot be solved, the Coordinator will be duly informed. If needed, the problem will be ultimately to the Steering Committee.

All relevant issues with an impact on the work and planning of the project will be discussed with the corresponding committee without unduly delays.

The Coordinator will resolve the issues put up by the WP Leaders or will transmit them to the Commission if necessary.

7.2 Submission of Deliverables

All the deliverables must be submitted within the deadlines defined in Annex I to the Grant Agreement. Please see point 4.1 of this guide.

All Deliverables Leaders are responsible for the quality and adequacy of the deliverable. In addition, to produce high quality deliverables on time, a review timing procedure has been established (see the workflow in Figure 5. Deliverables workflow):

- A first version considered as a final by the Lead beneficiary of a deliverable should be ready for being reviewed at least 1 month before the submission date of the deliverable to the Commission.
- The Reviewers assigned will review the deliverable informing the Project Coordinator about the progress. The reviewer will give feedback and comments 2 weeks in advance of the submission date of the deliverable to the Commission.
- The Lead beneficiary of a deliverable will take into consideration the feedback from the reviewers, implement changes (if necessary) and will submit the final version of the deliverable to the Project Coordinator 1 week before the submission date of the deliverable to the Commission.

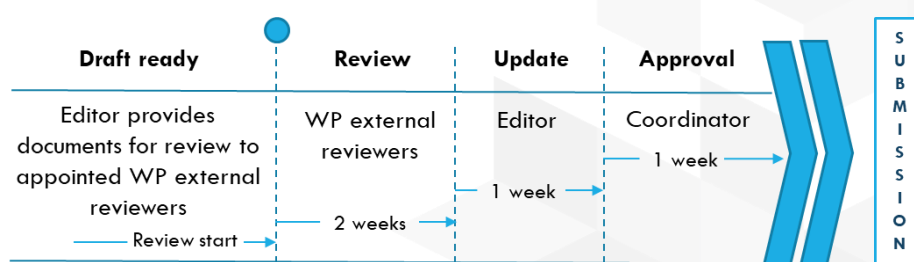


Figure 5. Deliverables workflow

The review process is subject to further modification during the entire project lifespan. Once the Deliverable is approved, the Project Coordinator will be the person responsible for uploading the final version of the deliverable in SyGMA and submit it electronically to the Commission.

During the deliverable review process, the Responsible partner will review the document and indicate his contributions with the track changes option of Word activated. Additionally, he

could fill a template available in the collaborative platform to specify his inputs according to the following aspects:

- Completeness:
 - is it according to the original proposal?
 - does it contain all required chapters?
- Correctness:
 - does it contain correct information?
 - language check.
 - lay-out / template check.
- Consistency:
 - Are the chapters consistent with each other?
 - Is it consistent with other deliverables?
 - is it according to the requirements of other WP's?

In case of expected delay, the Project Coordinator will agree with the lead partner in charge of the deliverable and the corresponding WP leader on how to address the problem and on a new date for submission of the deliverable as soon as possible. If this happens, the Project Coordinator will be in charge of informing the EC project officer as soon as possible.

The following table (Table 9) contains the Lead beneficiaries of the different deliverables, the reviewers assigned to each deliverable as well as the delivery date in accordance with the associated deadline as stated in the DoA document:

Table 9. Reviewers of deliverables

	Deliverable Name	Lead participant	Deliv date	Rev 1	Rev 2
D1.1	Technical, environmental and social requirements of the future wind turbines and lifetime extension	IKERLAN	6	VITO	BEC
D1.2	New pitch bearing final design	LAULAGUN	8	VTT	MOV
D1.3	Novel journal bearing final design	MOVENTAS	8	IK	LAU
D1.4	Novel existing pitch bearing lifetime extension concept (CS3)	IKERLAN	8	SISW	KUL
D2.1	Probabilistic loading data set and statistical results	IKERLAN	12	KUL	SISW
D2.2	New advanced reliability prediction method implemented in a tool	IKERLAN	18	KUL	MOV
D2.3	New advanced method for the simulation of the induction hardening process	IKERLAN	16	BEC	SISW
D2.4	Report on reliability lifetime extension solutions and the methodology description	IKERLAN	20	VTT	MOV
D2.5	Reports on modelling choices and practices for analytical models of 4-points and 8-points contacts bearing models	SISW	20	VTT	MOV
D2.6	Report on numerical validation between advanced flexible multibody models, analytical models and full FE	KUL	20	IK	VITO

	models to evaluate the limits of applicability of the different approaches				
D2.7	Executable to provide loads on critical elements (raceway and rollers) given a 6DOF input load trajectory in service to probabilistic load calculations and virtual sensing	KUL	20	IK	LAU
D2.8	Report on sensor selection method for bearing models in service to estimating critical component loads and crack locations/severity	KUL	18	IK	BEC
D2.9	Sensor set for both the small scale pitch bearing setup as the large scale bearing setup	KUL	12	IK	LAU
D3.1	Simplified fatigue test bench results for microstructural characterization	IKERLAN	20	KUL	VTT
D3.2	Characterisation and evaluation results for fatigue-based failure modes	VTT	24	KUL	SISW
D3.3	Report on material characterization data and simplified test results for stiffening/repair of existing pitch bearings	IKERLAN	24	VTT	MOV
D3.4	Experimental testing procedure and results for RSF characterization	IKERLAN	24	VTT	LAU
D3.5	Rolling element test results and the validation document	LAULAGUN	20	KUL	MOV
D3.6	Multi-scale test data for journal bearing performance evaluation	VTT	24	IK	LAU
D3.7	Concept of miniaturised pilot tests and data for hybrid testing in WP4	MOVENTAS	30	IK	LAU
D4.1	Report on numerical validation on parameter, load and crack identification estimation	KUL	28	MOV	VITO
D4.2	Report on validity and extendibility of the virtual sensing approaches for parameter and input estimation on full-scale pitch bearing tests	KUL	18	VTT	MOV
D4.3	Report on upscaling technique to applied for the proposed hybrid accelerated testing methodology	IKERLAN	32	LAU	BEC
D4.4	Report on experimental validation on the accuracy of the model-based virtual sensing approach for parameter estimation, load estimation and crack detection	KUL	32	IK	BEC
D5.1	RCF large test results and the validation document	LAULAGUN	24	VTT	MOV
D5.2	Large scale test for CS1 new concept results and the validation document	LAULAGUN	32	VTT	MOV

D5.3	Large scale test for RSF failure mode and CS3 new concept results and the validation document	IKERLAN	32	SISW	KUL
D5.4	Large scale test for CS2 new concept results and the validation document	MOVENTAS	36	IK	LAU
D5.5	Report on methodology proposed for the hybrid accelerated testing	IKERLAN	36	KUL	BEC
D6.1	Report on sustainability assessment of BAU reference situation	VITO	8	SISW	IK
D6.2	Report on sustainability assessment results of screening solutions	VITO	30	VTT	KUL
D6.3	Final report on sustainability assessment results of ININTERESTING	VITO	36	SISW	BEC
D7.1	Communication Plan	BEC	3	all	
D7.2	Dissemination Plan	BEC	3	all	
D7.3	Report on stakeholder engagement and activity (M12, 24, 36)	BEC	12	LAU	IK
D7.4	Communication & Dissemination activities report (M12, 24, 36)	BEC	12	IK	SISW
D7.5	Plan for the Exploitation of Results	BEC	36	VITO	IK
D8.1	ININTERESTING Project Management Handbook	IKERLAN	3	all	
D8.2	Consortium Interim Reports (M6, 12, 24, 30)	IKERLAN	6	all	
D8.3	Data Management Plan (M6, 18, 36)	IKERLAN	6	all	

7.3 Financial Information-Reporting costs

At the reporting periods (M18 and M36), all partners will submit to the Project Coordinator:

- A **Cost Statement** duly completed and explanation of the use of the resources covering the specific period. The template will be in the Repository.
- **Financial Statement** completed in SyGMA duly signed electronically by the Project Financial Signatory (PFSIGN).

The following table shows the dates for the submission of the documents from the partners to the Coordinator:

Table 10. Dates for the submission of the documents from the partners to the Coordinator

Period	End of reporting period	Submission and Review of Cost Statement (Zabala)	Electronic signature of Financial Statement by PFSIGN	Submission to EC (by coordinator)
1	30/06/2021	from 1/08/2021 to 15/08/2021	from 16/08/2021 to 22/08/2021	31/08/2021
2	31/12/2022	from 1/02/2023 to 15/02/2023	from 16/02/2023 to 22/02/2023	1/03/2023

The timely receipt of the cost statement duly filled out is of primary importance for reporting issues as well as for providing a proper explanation of the use of the resources within the period in accordance with the EC requirements.

To support this process, a **Cost Statement template** will be created for ININTERESTING partners and will be available at the Repository. The cost statement is aimed at collecting from all partners costs incurred in the period and the explanation of the use of the resources required by the Commission in the periodic report. Costs shall be detailed at WP level.

Costs declared must be set out in Annex 2 (estimated budget for the action). Costs not foreseen might be reported and claimed but they will have to be duly explained if we expect that the Commission would accept them.

Reimbursement rate according to the Grant Agreement will be 100% of the total eligible costs accepted by the Commission depending on the type of organisation:

7.3.1 Completion of the cost statement

Each beneficiary shall provide to the Coordinator/Zabala the **Cost Statement** of the period duly completed in order to check and verify costs to be claimed. Once the cost statement (template to be provided) would be reviewed, costs shall be completed in SyGMA, creating Individual Financial Statements per beneficiary. The tool will create automatically the Financial Statements in accordance with Annex 4 of the Grant Agreement.

All persons with the following roles within one organisation:

- Participant Contacts: PaCo
- Coordinator Contact: CoCo

Have access to complete the explanation of the use of the resources in SyGMA and complete the Financial Statement.

A beneficiary may request the Coordinator to fill the financial statement on his behalf and the required information will be filled in SyGMA by Zabala. Zabala will always verify the financial statement with the partners concerned before the electronic signature.

Individual Financial Statements of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organization.

An example of the Model of the Financial Statement can be seen in Figure 6.

print format A4
landscape

MODEL ANNEX 4 FOR H2020 GENERAL MGA — MULTI

FINANCIAL STATEMENT FOR [BENEFICIARY [name]]/ LINKED THIRD PARTY [name]] FOR REPORTING PERIOD [reporting period]

Eligible ¹ costs (per budget category)													Receipts	EU contribution			Additional information		
A. Direct personnel costs			B. Direct costs of subcontracting		C. Direct costs of fin. support		D. Other direct costs			E. Indirect costs ²		[F. Costs of ...]		Total costs	Receipts	Reimbursement rate %	Maximum EU contribution ³	Requested EU contribution	Information for indirect costs :
A.1 Employees (or equivalents)	A.2 Natural persons under direct contract	A.3 Seconded persons [A.6 Personnel for providing access to research infrastructure]	A.4 SME owners without salary	A.5 Beneficiaries that are natural persons without salary	[C.1 Financial support]	[C.2 Prizes]	D.1 Travel	[D.4 Costs of large research infrastructure]	D.2 Equipment	D.3 Other goods and services	D.5 Costs of internally invoiced goods and services	[F.1 Costs of ...]	[F.2 Costs of ...]	Total costs	Receipts of the action, to be reported in the last reporting period, according to Article 5.3.3				Costs of in-kind contributions not used on premises
Form of costs ⁴		Actual	Unit	Unit	Actual	Actual	Actual	Actual	Unit	Flat-rate ⁵ 25%	Unit	[Unit][Lump sum]							
a	Total b	No hours	Total c	d	[e]	f	[g]	Total h	i=0,25 x (a+b+c+f+[g] + h+ [j1] + [j2] *p)	No units	Total [j1]	Total [j2]	k = a+b+c+d+[e] +f +{ g} +h+ i + [j1] +[j2]						
[short name beneficiary/linked third party]																			

Figure 6. Model Annex 4 for H2020 General MGA

7.3.2 Electronic signature of the financial statement

All beneficiaries shall appoint a Project Financial Signatory (PFSIGN) in order to submit a Financial Statement and the request for reimbursement to the Commission. Each PFSIGN will have to sign in SyGMA using her/his ECAS account.

Instructions for the electronic signature of a PFSIGN:

1. The Project Financial signatory (PFSIGN) shall log in the Funding & tender opportunities portal with his/her ECAS account using the following link:
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
2. Once logged in, he/she will have to go to “My project” tab and click “Actions” “Manage Project” of ININTERESTING:

He/she will then see the following screen:



Figure 7. Funding & Tender opportunities portal. Interesting project

3. The PFSIGN will have in the beneficiary's Financial Statement the option “Sign and Submit” Available. The PFSIGN will check that everything is correct and then click “Sign and Submit” button.

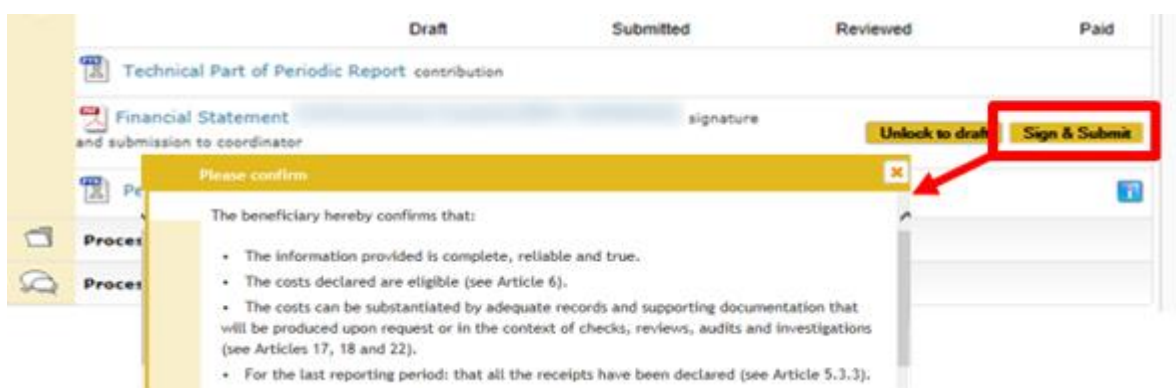


Figure 8. Funding & Tender opportunities portal Sign & submit financial Statements

4. The tool will ask the PFSIGN to enter again the PFSIGN's ECAS password in order to sign electronically.

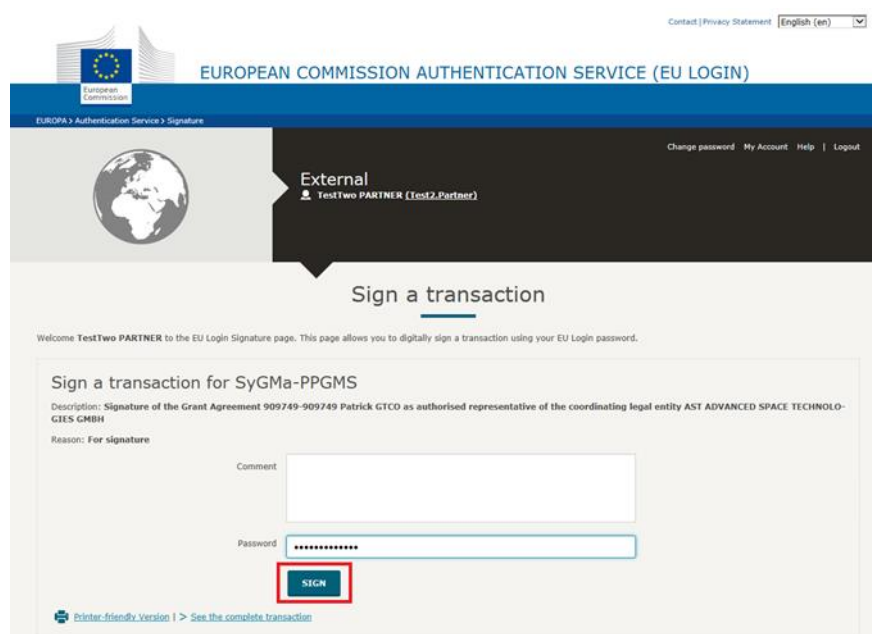


Figure 9. ECAS signature in the Funding and Tenders Opportunities Portal

Once the PFSIGN introduces his/her password and clicks “SIGN” the process will be completed, and the Financial Statement signed electronically

7.3.3 H2020 eligible costs and cost categories

Contractors should report the costs incurred by using the H2020 eligible costs which are structured according to the *Article 6 of the Grant Agreement*.

DETAILS ABOUT THE NATURE OF COSTS TO SUBMIT

Here are the levels of detail expected in the course of a sound financial management:

- **personnel costs** (amounts, name, function, statute (additional or permanent), monthly rate or hourly rate (A) and working time spent on which WP (in month if monthly rate given in A or in hours if hourly rate is given in A),
- **travel costs** (amount by travel and by participants, name of travellers, exact dates (dd/mm/yyyy), origin/destination (from/to), and detailed purpose of the travel),
- **depreciation costs of equipment** (amount claimed, nature of the equipment, price by equipment (excl VAT), depreciation system (in years or month), % of use in the project)
- **consumables** (amount by class of consumables, nature, list (when applicable), precise purpose and use of these consumables),
- **subcontracting** (amount by subcontract, agreement EC (either technical annex or specific agreement (if so please provide a copy of the agreement), nature of the tasks, name of subcontractor and link of these with the project),
- **other costs** (class covering costs not covered by previous H2020 class – amounts by cost, very precise details about the nature of each cost),
- **indirect costs (25% flat rate)**. Indirect costs are calculated on the basis of the flat rate of 25% of the eligible direct costs (Article 5.2 of the Grant Agreement) from which subcontracting and in-kind contributions are excluded.

According to the procedures and information to be provided to the Commission, it is mandatory for the Consortium to deliver in due time the Cost Statement Template per period. Without the delivery of this cost statement, the Coordinator may not accept costs declared in the Model for the financial statement.

The Cost Statement Template will cover all requested information in order to allow the Project Officer the acceptance of costs declared as eligible costs of the project.

7.4 Certificate on the financial statements (CFS)

In accordance with the Grant Agreement, certificate on the financial statements' for each beneficiary are compulsory, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A).

The model of a CFS is compulsory and it should be drawn up in accordance with Annex 5. Please ask your auditors to follow strictly the model requested by the Commission.

A CFS covering costs declared shall be delivered at the end of the project.

According to the budget in DoA, the following partners are expected to provide a CFS in ININTERESTING: IKERLAN, LAULAGUN, VTT, MOVENTAS, SISW and KUL as reimbursement of Actual Costs (personnel, subcontracting, other direct costs) is equal or superior to 325.000€.

Without prejudice to the paragraph above, the Commission may request, on the basis of an analysis of risks, the submission of a certificate on financial statements from any beneficiary at any time until the agreement completion date.

7.5 Documentation to be kept- Supporting documents of costs claimed

The submission of a Certificate on the Financial Statements (CFS) does NOT waive the right of the Commission to carry out its own audit which may be launched at any time and up to 5 years after the end of the project. Therefore, all beneficiaries are obligated to keep ININTERESTING supporting documentation up to 5 years after payment of the balance (expected at 31/5/2028).

This list summarises all supporting documents (per cost category) that may be requested by an auditor:

<u>Personnel Costs</u>	<p>Employment contracts (or other independent/legal justification of personnel costs claimed)</p> <p>Ledgers/ accounts, payroll records</p> <p>Time Sheets</p> <p>Detailed breakdown and justification of the productive hours denominator used for calculation of hourly rates</p>
<u>Subcontracting</u>	<p>Invoices</p> <p>Proof of payment</p> <p>Original deliverables from the subcontractors</p> <p>Evidence of own internal management and supervision procedures to confirm completion of work required to specifications needed and reasonableness costs claimed in connection therewith.</p>
<u>Consumables</u>	<p>Invoices</p> <p>Proof of payment</p> <p>In case of rented equipment: Rental contract, inventory list of the rented equipment; proof of the investment values of the rented equipment</p> <p>- Records concerning computer usage, if applicable.</p>
<u>Travel Expenses</u>	<p>Transport tickets, including boarding passes, hotel bills...</p> <p>Invoices</p> <p>Mission approval forms</p> <p>A report, records, minutes etc. indicating purpose and participants of the meetings.</p>
<u>Indirect costs</u>	<p>Full documentation concerning the calculation of the overhead costs and back-up documentation such as disaggregated balance sheet Analysis, reconciliation and summary of final breakdown of overhead (by category of expense) charged to the project.</p>
<u>Bank statements (for coordinator)</u>	<p>Relating to the payments of the EC contributions and the distribution among partners.</p>

<u>General ledger / Management Accounts</u>	Salient extracts and reconciliations of costs claimed to underlying accounting records/general ledger to facilitate easy verification of costs claimed and their eligibility.
<u>Certificate on Financial Statement (CFS)</u>	Copies of any auditor certification statements issued with a claim for cost reimbursement.

7.6 Payments

According to the Grant Agreement, ININTERESTING is expecting the following general payments to be made from the Commission to the Coordinator:

- ONE pre-financing (at the beginning of the project) 80% of total contribution (including the 5% of Guarantee Fund)
- ONE interim payment up to 10% of total contribution
- ONE payment of the balance (End of the project) up to 10% of total contribution (+ the 5% of The Guarantee Fund)

All the costs approved by the EC will be reimbursed by the Coordinator to each party under the procedures defined in the Consortium Agreement. The payment schedule, which contains the transfer of pre-financing and interim payments to Parties, will be handled according to the following table:

Table 11. Payment schedule

AMOUNT	DESCRIPTION	TIME
37,5% (50% of total Advance Payment)	Amounts to cover the planned work for the first 9 months	At reception of Advance Payment (expected on Month 0)
37,5% (50% of total Advance Payment)	Amounts to cover the planned work between month 10 and month 18, once the Party has delivered the expected work by month 9	Month 10
TBD (Up to 10%)	Funding for costs accepted by the Funding Authority in the 1st Periodic Report, with a maximum of 85%.	At acceptance of costs for RP1 by Funding Authority (expected in Month 23)
TBD = A – B (Up to 15%)	Payment of the Balance: A: Funding for costs accepted by the Funding Authority in total project. B: Amounts already paid before	At reception of Final Payment (expected in Month 41)

8 Document handling

8.1 Reserved Collaborative area

To facilitate collaboration and productivity for the consortium, a protected space has been reserved. This platform meets current safety regulations (AENOR 27001) and people included in the “technical list” will receive access to it. The aim of this platform is managing and sharing confidential documents of the project such as communications, contract documents, deliverables, EU financial legal rules, literature references, meetings, templates, etc.

At this moment the platform is organized in 13 main folders, although new folders might be created in accordance to the needs of the project. The main folders are the following ones:

- Contact list: contact details of the members of the consortium
- Contractual docs: CA and GA.
- Deliverables: final version of the deliverables.
- Meetings: presentations and minutes of all the meetings.
- Templates: templates for presentations, deliverables, periodic reports, interim reports...
- WP1: documents, presentations, deliverables, etc. corresponding to WP 1
- WP2: documents, presentations, deliverables, etc. corresponding to WP 2
- WP3: documents, presentations, deliverables, etc. corresponding to WP 3
- WP4: documents, presentations, deliverables, etc. corresponding to WP 4
- WP5: documents, presentations, deliverables, etc. corresponding to WP 5
- WP6: documents, presentations, deliverables, etc. corresponding to WP 6
- WP7: documents, presentations, deliverables, etc. corresponding to WP 7
- WP8: documents, presentations, deliverables, etc. corresponding to WP 8

8.2 Definition Deliverable Numbering System

The files will have the following rule for being named:

DX.Y_Name of the deliverable_VX.X_partner_R

- DX.Y. Number of the deliverable. X is the number representing the Work Package which the deliverable is linked to and Y number of the deliverable within the Work Package which is linked to.
- VX.X. The versioning system will follow the Major. Minor numbering rule, similar to software versioning systems, where drafts will be 0.x (e.g. v0.4) and final versions will be numbered x.0 (e.g. v1.0).
- Partner is the name of the partner who has contributed and performed the deliverable.
- R postfix indicates that the version is candidate for internal review.

DX.Y_vN

- DX.Y. Number of the deliverable.
- V stands for the word version

- N is a number representing the number of times a deliverable has been submitted officially to the Commission as defined in DoA or requested after a review meeting. Those deliverables submitted once will be v1, twice v2, etc.

Rules for naming files and deliverables:

Deliverables under development: DX.Y_Name of the deliverable_VX.X_partner_R

Deliverables to submit to the Commission. DX.Y_vN

8.3 Language

According to the article 20.7 to the Grant Agreement any report and deliverable shall be in English.

Minutes of the project meetings, project deliverables and periodic progress reports must be prepared in English.

Meetings with attendance from abroad must be in English.

8.4 Document Templates

Templates for different documents will be produced and provided at the ININTERESTING collaborative area. It is compulsory to use those templates available for all the documentation generated within the project. The templates that have been prepared and distributed between partners are:

Management Templates

- Power point presentation template
- Minutes of Meeting template
- Deliverables template
- Interim report template
- H2020 periodic report template

Financial templates

The coordinator will provide two templates

- Cost Statement Template
- H2020 Annex 5 Certificate Financial Statements (CFS) template

These templates will be available within following weeks.

9 Project changes and potential problem areas

The basic principle of the project is to carry out the tasks and activities within the time scheduled and resources foreseen as described in the Annex I (DoA) to the Grant Agreement.

Any changes in the status of a beneficiary shall be communicated to the Coordinator as soon as possible. The coordinator shall resolve queries and advise the beneficiaries. If required, the Project Coordinator will contact the EC Project Officer responsible and request clarifications and procedures to be followed.

Significant project changes and deviations from the work planned must be dealt with in writing. The participant involved or WP Leader proposing the change should forward a written communication to the Project Management Committee explaining the reason behind the proposed changes and direct consequences in terms of budget, work programme, etc.

As a general rule, an amendment to the Grant Agreement (GA) is necessary whenever the GA or its annexes shall be modified. In some cases, the GA gives the parties the possibility to carry out certain modifications without an amendment to the GA. Finally, there are cases where the need for an amendment must be assessed carefully.

If an amendment to the GA is necessary, the Project Coordinator will request the amendment process to the Project Officer on behalf of the Consortium.

Small changes during the implementation of the activities and/or the plan defined in the DoA shall be understood as normal in a research project. However, these minor deviations shall be identified and explained in the description of the activities of the corresponding periodic report and corrective measures that were implemented (if any).

