



Environmental crimes' intelligence and investigation protocol based on multiple data sources

D7.2

Project Management Handbook



Project contractual details

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Deliverable responsible	ZABALA		
Contributors	Organization	Reviewers	Organization
Marina Coloma	ZABALA	Freddy Wilmer Riva Gonzales	GMV
Maria Laura Trifiletti	ZABALA		



Short description / Summary

The Deliverable 7.2 Project Management Handbook describes the EMERITUS key management procedures and rules that will be followed by the beneficiaries during the lifecycle of the Project. The timetable of the project, its KPIs, milestones, deliverables, quality reviewers, documents repository, reporting procedures and rules among others are reported. In addition, also some key elements of the grant agreement are reminded in this document. To be noted that the D7.2 represents a long and more detailed version of the D7.1 Project management Plan.

Disclaimer

Views and opinions expressed are those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

Document history

Form	Version	Date	Author	Organisation
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List of abbreviations

Abbreviation	Definition
BG	Border guard
CFS	Certificate on the Financial Statement
DoA	Description of Action
GA	Grant Agreement
PC	Project Coordinator
ToC	Table of Content
VAT	Value Added Tax
WP	Work Package



1. Executive Summary

The EMERITUS Consortium agreed on several procedures and processes summarised in this D7.2 Project management Handbook (extensive version of D7.1) to ensure a smooth management of the project itself, an excellent quality and progress of the work and to have a clear and agreed overview of the most relevant managerial aspects of the project, and about the rules and responsibilities of the partners.

This document highlights and contains all information related to the management strategy, structure of the consortium, the timetable of the project, its KPIs, milestones and deliverables. Finally, also some key elements of the grant agreement are reminded in this document.



2. INTRODUCTION

2.1 1.1 PURPOSE

The aim of EMERITUS' Project Management Handbook (D7.2) is 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 an excellent quality and progress of the work.

This document summarises all the required knowledge for the good management of the documentation of the project and contains all information related to the management strategy, project basis and project structure.

This guide is a 'living' document and can be modified according to the project's needs. This document will be updated and extended, if needed, through the lifecycle of the EMERITUS 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 with respect to the previous version.

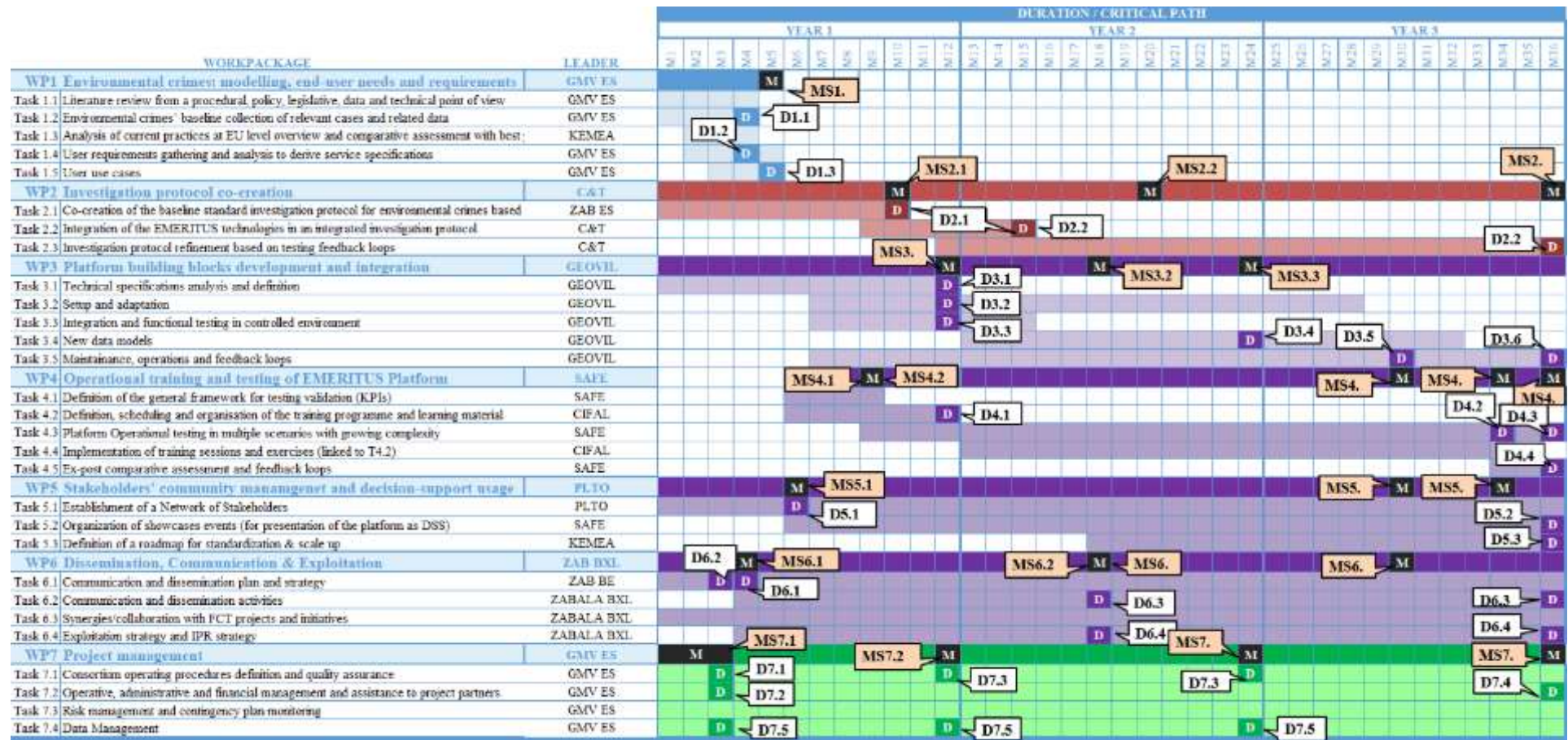
2.2 1.2 RELATION TO OTHER PROJECT DOCUMENTS

In the event of discrepancy between documents, this Project management Plan is overruled by the Grant Agreement including its Annexes and the Consortium Agreement.



2.3 GANTT OF THE PROJECT

Table 1 - GANTT of the Project



This project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No. 101073874.

2.4 TABLE OF MILESTONES

Table 2 – Table of Milestones

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	End-user requirement collection and service specification definition	WP1	1-GMV ES	Availability of the associated deliverables D1.1, D1.2, D1.3	5
2	Release of the baseline investigative protocol for waste crimes	WP2	8-C&T	Baseline investigative protocol validated by 3 CoP members	10
3	Final version of the protocol integrated platform	WP2	8-C&T	Final version of the EMERITUS platform	36
4	Definition of platform architecture and setting up plan	WP3	2-GEOVIL	D3.1 and D3.2	12
5	First integrated platform release	WP3	2-GEOVIL	D3.3	18
6	Integration of first 2 feedback loops	WP3	2-GEOVIL	D3.4	24
7	Definition of operational requirements and KPIs for testing	WP4	7-SAFE	List of KPIs defined in Task 4.1	9
8	Training Need Assessment	WP4	7-SAFE	Matrix on training needs	9
9	Components are tested with growing complexity	WP4	7-SAFE	Test sessions at Calvarina base	30
10	Modules are delivered to selected operators	WP4	7-SAFE	Certification of trainees	34
11	Demonstration in operational environment	WP4	7-SAFE	Evaluation Matrix	36
12	Creation of first core group of CoP	WP5	12-PLTO	First 10 Letter of Agreement	6



13	Collection of feedback for platform implementation	WP5	12-PLTO	D5.2 first draft	30
14	Policy Recommendations	WP5	12-PLTO	D5.3 draft, T5.3 events minutes	34
15	Project website launch	WP6	9-ZAB BE	D6.1	4
16	DCP 1st Release	WP6	9-ZAB BE	D6.2	3
17	Exploitation strategy 1st version	WP6	9-ZAB BE	D6.5	18
18	Demonstration session	WP6	9-ZAB BE	D6.3	30
19	Kick-off of the project	WP7	1-GMV ES	D7.1, D7.2	3
20	First 18 months of the project	WP7	1-GMV ES	1st Activity progress report	18
21	Second and final period of project	WP7	1-GMV ES	2nd Activity Progress report	36
22	Third Year, end of the project	WP7	1-GMV ES	Final Report	36



2.5 LIST OF KPIS

2.5.1 LIST OF KPIS RELATED TO SPECIFIC OBJECTIVES AND RESULTS.

Table 3 - Emeritus Investigation Protocol - Specific objectives, results and related List of KPIS

SPECIFIC OBJECTIVE	RESULTS	KPI / KVI
SO1 Co-create an investigation protocol focused on environmental crimes investigation	R1 – Protocol for waste-crimes investigation	>5 best practices identified, >3 co-creation iterations, >8 actively participating LEAs/BGs, >10 number of crimes identified/monitored by LEAs via EMERITUS, improved accuracy in illegal discharge location.
SO2 Create a platform for integration of different monitoring and investigation technologies	R2 – External system connector (interfaces), R3 – Integration layer & data storage, R4 – Dissemination layer (data access and reporting), R5 – System extensions (for future technologies), R6 – Processing system (portable and reusable), R7 – Realtime mission components (for sensors and drones)	>20 user-requirements collected, 1 satellite-focused building block, 1 drone-focused building block, 1 integration layer, positive results of functional testing, >5 user segments being covered, 99% of user-requirements satisfied (at both functional and operational testing level)

<p>SO3 Create a geo-intelligence platform, integrating different data sources, in a single intelligence picture to support Environment Enforcement Authorities and decision-makers</p>	<p>R4 – Dissemination layer (data access and reporting), R8 – Decision makers dedicated interface</p>	<p>1 dissemination layer, positive results of functional testing, platform integration developments,</p>
<p>SO4 Create a training programme for Police Authorities & other security practitioners focused on environmental crimes investigation</p>	<p>R9 – Training programme for environmental crimes investigation</p>	<p>>2 representatives trained per partner LEAs/BGs, and certified by CIFAL Malaga-UNITAR for attendance, >2 simulations exercised, 40h total training</p>
<p>SO5 Validate the protocol via simulation exercises based on realistic use cases</p>	<p>R10 – Simulation exercises (structure and results)</p>	<p>>50 people involved in the simulation activities, >24 months of simulation activities performed, 4 use cases monitored during >12 months</p>
<p>SO6 Elaborate a set of evidence-based recommendations for policy authorities & decision-makers</p>	<p>R11 – Community of practice (CoP), R12 – Evidence-based recommendations</p>	<p>1 Policy Making Board created involving >10 CoP members, 4 consultation and showcase events with Policy Making Board, 1 set of investigation related recommendations, 1 set of policy-recommendations</p>

2.5.2 LIST OF KPIs RELATED TO THE KPOs OF THE PROJECT

Table 4 - List KPIs related to the KPOs Of the Project

User needs assessment (WP1)		Related KPI
KPO1	Human-centric by design platform set up	>20 user-requirements collected; Min. 99% of user-requirements satisfied
KPO2	Operative gaps identification and definition of needs	>8 actively participating LEAs/BGs
KPO3	UCs consolidation for testing and validation purposes	4 UCs consolidated for validation
Integration of existing technologies (WP3)		Related KPI
KPO6	Easy to integrate additional technologies	R2 & R3 & R5
KPO7	Single process and view of existing data	R4 - Dissemination layer
KPO8	User-friendly and guided technology usage	Protocol integration into the platform
Co-creatin of the investigation protocol (WP2)		Related KPI
KPO9	Increased sense of ownership and awareness	>3 co-creation iterations
KPO10	Harmonization of existing practices	R1 - Protocol for waste-crimes investigation
KPO11	Exchange and cooperation among LEAs/BGs	>3 co-creation iterations >8 actively participating LEAs/BGs
Validation: end-users training and exercising (WP4)		Related KPI

KPO12	Creation of environmental-crime specific knowledge	40h theoretical and operative training; CIFAR attendance certification
KPO13	Practical expertise on the use of technologies	>2 simulation exercised; 24h practical training
KPO14	Cross-border cooperation	UC3 cross-border focus
Policy recommendations (WP5)		Related KPI
KPO15	Networking among LEAs/BGs and stakeholders	>30 CoP members; 4 events with Policy Making Board
KPO16	Evidence-based policy recommendations	1 set of investigation recommendations,; 1 set of policy-recomms.
Cross-cutting Results (WP6-7)		Related KPI
KPO17	Attraction of ideas/technologies for future integration	1 demonstration session on links with other crimes
KPO18	Future exploitation and sustainability opportunities	1 exploitation plan defined
KPO19	Successful cooperation and exchanges with other projects	>2 synergies with other FCT projects; 1 call for ideas

2.6 LIST OF DELIVERABLES

Monitoring the project implementation is a continuous task that takes place at any moment during the active period and beyond. There are contractual tasks that make the project monitoring most relevant at certain periods of the project's life.

The complete list of deliverables to be submitted to the Commission is available in this paragraph. The coordinator must submit the 'deliverables', in accordance with the timing and conditions set out in it.

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

Table 5 - Deliverable of the Project

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Waste crime database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	4
D1.2	Requirement database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	4
D1.3	Use case database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	5
D2.1	Co-creation of the baseline investigative protocol	WP2	1 - GMV ES	R — Document, report	R-UE/EU-R -	10
D2.2	Co-creation of the baseline investigative protocol - update	WP2	1 - GMV ES	R — Document, report	R-UE/EU-R -	15
D2.3	Integrated investigative protocol for waste crimes	WP2	1 - GMV ES	DEM — Demonstrator, pilot, prototype	R-UE/EU-R -	24
D2.4	Integrated investigative	WP2	1 - GMV ES	DEM — Demonstrator,	R-UE/EU-R -	36



	protocol for waste crimes - update			pilot, prototype		
D3.1	EMERITUS software and system requirement specification	WP3	2 - GEOVIL	R – Document, report	SEN - Sensitive	12
D3.2	EMERITUS system design specification	WP3	2 - GEOVIL	R – Document, report	SEN - Sensitive	12
D3.3	EMERITUS platform alpha version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	18
D3.4	EMERITUS platform beta version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	24
D3.5	EMERITUS platform gamma version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	30
D3.6	EMERITUS integration and feedback loops report	WP3	2 - GEOVIL	R – Document, report	SEN - Sensitive	36
D4.1	Training Handbook	WP4	10 - CIFAL	R – Document, report	SEN - Sensitive	12
D4.2	EMERITUS Training Programme	WP4	10 - CIFAL	OTHER	SEN - Sensitive	34
D4.3	Testing and demonstration	WP4	7 - SAFE	DEM – Demonstrator, pilot, prototype	R-UE/EU-R -	36
D4.4	Evaluation report, including Passport of Indicators	WP4	7 - SAFE	R – Document, report	SEN - Sensitive	36



D5.1	First members CoP database	WP5	12 - PLTO	DATA — data sets, microdata, etc	SEN - Sensitive	6
D5.2	Report of the events	WP5	7 - SAFE	R — Document, report	PU - Public	36
D5.3	Policy Recommendations	WP5	11 - KEMEA	R — Document, report	PU - Public	36
D6.1	Project web portal	WP6	9 - ZAB BE	DEC — Websites, patent filings, videos, etc	PU - Public	4
D6.2	Dissemination and Communication plan	WP6	9 - ZAB BE	DEC — Websites, patent filings, videos, etc	PU - Public	3
D6.3	Dissemination and communication activities report 1	WP6	9 - ZAB BE	R — Document, report	PU - Public	18
D6.4	Dissemination and communication activities report 2	WP6	9 - ZAB BE	R — Document, report	PU - Public	36
D6.5	Exploitation Strategy	WP6	7 - SAFE	R — Document, report	SEN - Sensitive	18
D6.6	Exploitation Strategy - Update	WP6	7 - SAFE	R — Document, report	SEN - Sensitive	36
D7.1	Project Management Plan	WP7	9 - ZAB BE	R — Document, report	SEN - Sensitive	3
D7.2	Project Management Handbook	WP7	9 - ZAB BE	R — Document, report	PU - Public	3
D7.3	1st Activity periodic report	WP7	1 - GMV ES	R — Document, report	SEN - Sensitive	18



D7.4	2nd Activity periodic report	WP7	1 - GMV ES	R – Document, report	SEN - Sensitive	36
D7.5	Final report	WP7	1 - GMV ES	R – Document, report	PU - Public	36
D7.6	Data Management Plan	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	3
D7.7	Data Management Plan - 1st update	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	12
D7.8	Data Management Plan - 2nd update	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	24
D8.1	H - Requirement No. 1	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	2
D8.2	POPD - Requirement No. 2	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	6
D8.3	OEI - Requirement No. 3	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	6

Type:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- DATA: Data sets, microdata, etc.
- DMP: Data management plan
- ETHICS: Deliverables related to ethics issues.
- SECURITY: Deliverables related to security issues
- OTHER: Software, technical diagram, algorithms, models, etc



Dissemination level:

- PU – Public, fully open, e.g., web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- SEN – Sensitive, limited under the conditions of the Grant Agreement
- Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444
- Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444
- Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444

Each deliverable is associated with one or more tasks of the project and therefore has one or more contributors. Each deliverable has usually a main contributor, which is also the person responsible for the deliverable. This responsibility is always shared with the WP leader who is responsible for the work in the Work package (including the deliverables).

To have the best quality in the deliverables to be prepared, the inputs to the report have to be original (whenever possible), not extracted or copied from other sources of information.

Nevertheless, information taken from other sources could be valid and valuable for some deliverables, but in these cases, it is necessary to refer explicitly to the source from which the information has been extracted.

Regarding the role of the responsible of each deliverable, it is important to consider that each deliverable's responsibility goes beyond the simple coordination of the process and/or gathering inputs from other participants in the task. In this sense, the responsible of each deliverable is expected to be very active in contributing to the deliverable as well as in giving the necessary coherence to ensure a level of good quality. WP leaders are also expected to have a leading role in the elaboration of each deliverable, as each WP leader is the first responsible for the quality of the deliverables generated within each WP.

For each deliverable, one main reviewer and a deputy reviewer from partners different from the Deliverable responsible has been appointed and listed in the present Deliverable 7.2 where is also detailed the submission process.

2.7 SUBMISSION OF DELIVERABLES

2.7.1 SUBMISSION OF DELIVERABLES

During the project, the deliverables identified in Annex I to the Grant Agreement have to be submitted according to the timetable specified in the Deliverables list.

All submitted deliverable are stored internally on the Project Repository.

All deliverables shall be submitted **electronically** through the SyGMA electronic system in the Funding & Tenders Portal to the Commission.

The **project Coordinator GMV, supported by ZABALA**, will be the person responsible for uploading the final version of the deliverable in SyGMA and for submitting it electronically.



2.7.2 SUBMISSION PROCEDURE

The Lead beneficiary of a deliverable shall follow the below detailed procedure and timeline for submitting the deliverable to the Commission.

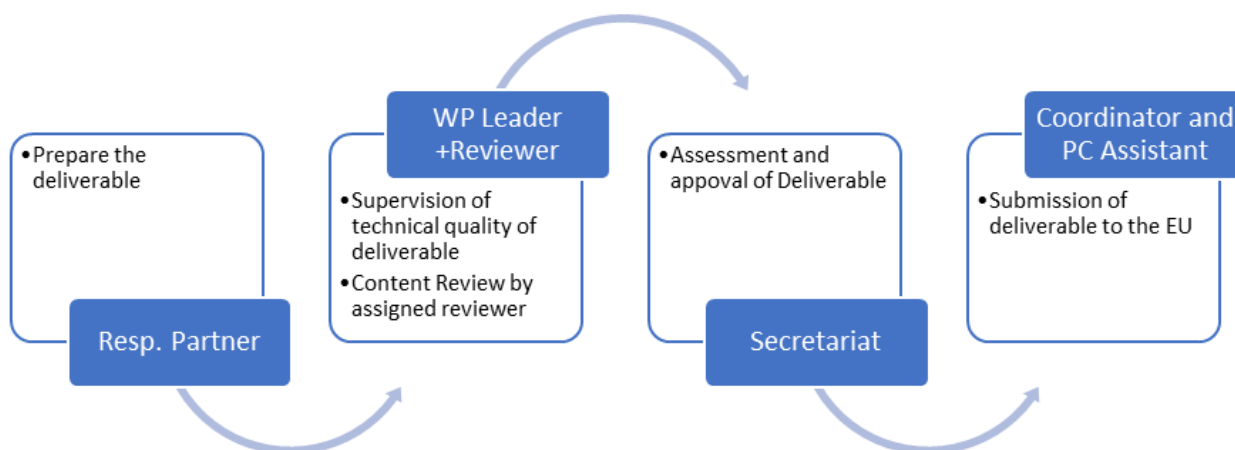


Figure 1 - Deliverables preparation, validation and submission process

Each Deliverable will be reviewed from a consortium Partner that is not involved and responsible for the drafting phase. The Lead beneficiary will involve the Reviewer at least from 30 days before the due delivery date, to be already aware about the deliverable and its process and draft content.

The Lead Beneficiary shall follow the timeline below:

Table 6 – Deliverables’ submission process timeline

Timeline	Action	Responsible
30 days before the submission due date	The Lead Beneficiary of a Deliverable will submit the Table of Content (ToC) to the appointed reviewer and deputy reviewer	Lead Beneficiary of a deliverable
2 weeks before the submission due date	The Lead beneficiary of the deliverable will submit the advanced draft to the appointed reviewer and deputy reviewer	Lead Beneficiary of a deliverable

5 days before the submission due date	The Lead beneficiary of the deliverable will submit the final draft to the appointed reviewer and deputy reviewer	Lead Beneficiary of a deliverable
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Once the Deliverable is approved and the quality check is completed, the Coordinator will submit the related Deliverable in the portal. This process is shown in the following figure:

During the deliverable review process, the Responsible partner will review the deliverables based on 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?

The elaboration of project deliverables will be continuously followed up by the WP leaders and its respective reviewers. In case of expected delay, the lead partner in charge of the deliverable and the corresponding WP leader will agree on how to address the problem and on a new date for submission of the deliverable as soon as possible. The Project Coordinator will inform the EC project officer as soon as possible.



The following table provides an overview of the different parties involved in the deliverable revision process:

Table 7 – Deliverables- main and deputy reviewers

Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date (full date)	Lead Ben.	Main Reviewer	Deputy Reviewer
D1.1	Waste crime database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	31/12/2022	GMV ES	CETAQUA	SAFE
D1.2	Requirement database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	31/12/2022	GMV ES	ZABALA	KEMEA
D1.3	Use case database	WP1	1 - GMV ES	DATA — data sets, microdata, etc	R-UE/EU-R -	30/01/2023	GMV ES	ZABALA	POLITO
D2.1	Co-creation of the baseline investigative protocol	WP2	1 - GMV ES	R — Document, report	R-UE/EU-R -	30/06/2023	GMV ES	GEOVIL	LOGIKERS
D2.2	Co-creation of the baseline investigative protocol - update	WP2	1 - GMV ES	R — Document, report	R-UE/EU-R -	30/11/2023	GMV ES	GEOVIL	LOGIKERS
D2.3	Integrated investigative	WP2	1 - GMV ES	DEM — Demonstrator,	R-UE/EU-R -	31/08/2024	GMV ES	CIFAL	C&T

	protocol for waste crimes			pilot, prototype					
D2.4	Integrated investigative protocol for waste crimes - update	WP2	1 - GMV ES	DEM — Demonstrator, pilot, prototype	R-UE/EU-R -	31/08/2025	GMV ES	CIFAL	C&T
D3.1	EMERITUS software and system requirement specification	WP3	2 - GEOVIL	R — Document, report	SEN - Sensitive	31/08/2023	GEOVIL	ASE	SAFE
D3.2	EMERITUS system design specification	WP3	2 - GEOVIL	R — Document, report	SEN - Sensitive	31/08/2023	GEOVIL	GMV	ZABALA
D3.3	EMERITUS platform alpha version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	28/02/2024	GEOVIL	INESC TEC	SAFE
D3.4	EMERITUS platform beta version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	31/08/2024	GEOVIL	INESC TEC	SAFE
D3.5	EMERITUS platform gamma version	WP3	2 - GEOVIL	OTHER	SEN - Sensitive	28/02/2025	GEOVIL	INESC TEC	SAFE

D3.6	EMERITUS integration and feedback loops report	WP3	2 - GEOVIL	R – Document, report	SEN - Sensitive	31/08/2025	GEOVIL	GMV	ASE
D4.1	Training Handbook	WP4	10 - CIFAL	R – Document, report	SEN - Sensitive	31/08/2023	CIFAL	ZABALA	GMV
D4.2	EMERITUS Training Programme	WP4	10 - CIFAL	OTHER	SEN - Sensitive	30/06/2025	CIFAL	POLITO	C&T
D4.3	Testing and demonstration	WP4	7 - SAFE	DEM – Demonstrator, pilot, prototype	R-UE/EU-R -	31/08/2025	SAFE	INESC TEC	LOGIKERS
D4.4	Evaluation report, including Passport of Indicators	WP4	7 - SAFE	R – Document, report	SEN - Sensitive	31/08/2025	SAFE	ZABALA	GMV
D5.1	First members CoP database	WP5	12 - PLTO	DATA – data sets, microdata, etc	SEN - Sensitive	28/02/2023	PLTO	KEMEA	MoM
D5.2	Report of the events	WP5	7 - SAFE	R – Document, report	PU - Public	31/08/2025	SAFE	GMV	CETAQUA

D5.3	Policy Recommendations	WP5	11 - KEMEA	R – Document, report	PU - Public	31/08/2025	KEMEA	ZABALA	SAFE
D6.1	Project web portal	WP6	9 - ZAB BE	DEC – Websites, patent filings, videos, etc	PU - Public	31/12/2022	ZAB BE	GEOVIL	LOGIKERS
D6.2	Dissemination and Communication plan	WP6	9 - ZAB BE	DEC – Websites, patent filings, videos, etc	PU - Public	30/11/2022	ZAB BE	SAFE	GMV
D6.3	Dissemination and communication activities report 1	WP6	9 - ZAB BE	R – Document, report	PU - Public	28/02/2024	ZAB BE	SAFE	GMV
D6.4	Dissemination and communication activities report 2	WP6	9 - ZAB BE	R – Document, report	PU - Public	31/08/2025	ZAB BE	SAFE	GMV
D6.5	Exploitation Strategy	WP6	7 - SAFE	R – Document, report	SEN - Sensitive	28/02/2024	SAFE	ZABALA	GMV

D6.6	Exploitation Strategy Update	WP6	7 - SAFE	R – Document, report	SEN - Sensitive	31/08/2025	SAFE	ZABALA	GMV
D7.1	Project Management Plan	WP7	9 - ZAB BE	R – Document, report	SEN - Sensitive	30/11/2022	ZAB BE	GMV	SAFE
D7.2	Project Management Handbook	WP7	9 - ZAB BE	R – Document, report	PU - Public	30/11/2022	ZAB BE	GMV	SAFE
D7.3	1st Activity periodic report	WP7	1 - GMV ES	R – Document, report	SEN - Sensitive	28/02/2024	GMV ES	ZABALA	SAFE
D7.4	2nd Activity periodic report	WP7	1 - GMV ES	R – Document, report	SEN - Sensitive	31/08/2025	GMV ES	ZABALA	SAFE
D7.5	Final report	WP7	1 - GMV ES	R – Document, report	PU - Public	31/08/2025	GMV ES	ZABALA	SAFE
D7.6	Data Management Plan	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	30/11/2022	GMV ES	SAFE	ZABALA
D7.7	Data Management Plan - 1st update	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	31/08/2023	GMV ES	SAFE	ZABALA
D7.8	Data Management	WP7	1 - GMV ES	DMP – Data Management Plan	SEN - Sensitive	31/08/2024	GMV ES	SAFE	ZABALA

	Plan - 2nd update								
D8.1	H Requirement No. 1	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	31/10/2022	GMV ES		
D8.2	POPD Requirement No. 2	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	28/02/2023	GMV ES		
D8.3	OEI Requirement No. 3	WP8	1 - GMV ES	ETHICS	SEN - Sensitive	28/02/2023	GMV ES		

3. CONSORTIUM STRUCTURE

The organisational structure of the Consortium, as presented in the DoA is shown in the following figure:

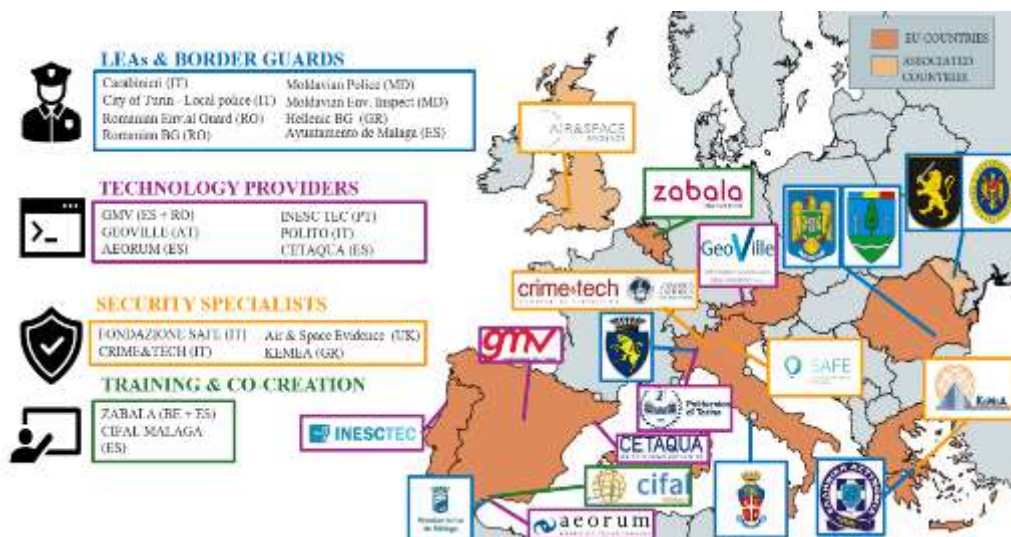


Figure 2 – Consortium Structure

The EMERITUS includes:

- **technology providers** (GEOVIL, LOGIKERS, GMV, INESC TEC, POLITO, CETAQUA),
- **security specialists** (SAFE, ASE, C&T, KEMEA),
- **training and co-creation partners** (ZAB, CIFAL),
- **LEAs** (IT-CC, PLTO, GNM, MD POL, GRUPONA, MD IPM) and
- **BGs** (RO BG, GHR BG).

Partners will also provide access (*as proprietary assets*) to **significant infrastructure and equipment** as listed below:

GMV	Processing facilities: GMV accounts for state-of-the-art processing facilities that combine GIS-analysis desktops, intense processing units with stacks of GPUs, massive processing units under NAS standard and licenses of diversified analysis SWs (corporate network meeting ISO 20000, 17799, 27000 and 14000 req.).
INESCTEC	Data processing infrastructure: extensive array of servers and dedicated SWs for AI and big data research.
LOGIKERS	Drone testing airfield: 830 m ² of facilities on a single floor, including 420 m ² of R&D and 80 m ² of laboratory space, and an airfield located close to our headquarters for drone flying purposes.



CETAQUA	Urban water cycle laboratories and facilities: 2 platforms for the validation and comparison of sensors by simulating real and extreme conditions that can be feed with different type of water (surface water, ground water, water treated), useful for the validation and comparison.
GEOVIL	Cloud storage and elaboration assets: a 50 TB Server Farm and Backup Facility, a high performance, multi-cluster computing deck, 54 x Workstation-PCs and 14 high performance notebooks, including commercial and customized software for specialised EO data processing, GIS analysis, editorial and graphical work.
POLITO	GEOMATICS LAB: Two labs including GNSS receivers, SLAM sensors, 360° cameras, multi-rotor and fixed wings UAS, underwater and ground acquisition systems, multi/hyperspectral and thermal sensors. PIC4SerR (POLITO Interdepartmental Centre for Service Robotics): supporting design, simulate and manufacture components for “service robots”. GNSS simulator to create multiple constellations/scenarios.
SAFE	Calvarina former Military base: this base offers specialised security trainings to public and private entities to enhance its staff preparedness against unexpected threats.
PLTO	Big Data Analysis Lab: analysis of calls records, chats, social networks and other data sources through SWs combining data storage, analysis and visualization to discover patterns and trends among (un)structured data. Digital Forensic Lab: allowing 1. Forensic analysis of digital equipment (PCs, hard drives internal and external, pen drive, cd and DVD etc.); 2. Forensic analysis of mobile devices (i.e. smartphones, wearables)
C&T	NextCloud: C&T uses a NextCloud server for information storage, based in Europe and GDPR-compliant, with information security and privacy standards (certified ISO/IEC 27001).
GRUPONA	Video Surveillance Cameras: 70 surveillance cameras, connected by fibre optics to a Police Control Centre. 5G and 4G LTE proprietary network & DMR radio communications network

3.1 PROJECT COORDINATOR

The **Project Coordinator (PC)** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.

In particular, the Project Coordinator is the main responsible (with the support of ZABALA and SAFE) to:

- Act as the first contact point for EC services.
- Monitor compliance by the Parties with their obligations.
- Prepare the meetings, propose decisions and prepare the meetings agenda, prepare the minutes of the meetings and monitor the implementation of decision taken at meetings.
- Monitor the overall progress of all WPs, setting in place procedures to ensure a more detailed progress monitoring in consultation with the subgroups.
- Oversee quality assurance.



- Manage the administrative aspects of the project.
- Manage the address list of Members and other contacts, update, collect, review to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority
- Transmit documents and information connected with the Project to any other Parties concerned
- Monitor the expenses and budget allocation, assist the participants concerning administrative aspects of the project.
- Coordinate the payments to the partners, Request amendments, if and when necessary.
- Provide assistance towards the participants concerning: the rules of the project, the project planning and individual partner planning, give advice on all kind of matters, e.g. how to fill in cost statements, on-line guidance (Funding & Tender Portal), rights and obligations, etc.

The project coordination is executed by GMV, the designated **Project Coordinator (PC)** is **Mr Freddy Wilmer Rivas; the Project Coordinator assistant role is held by ZABALA and the assigned person, is Maria Laura Trifiletti.**

The project coordinator will be the main project authority and the primary contact with the EC, being responsible for the day-to-day management, supervising the project progress and deciding on any actions necessary to correct potential deviations from the project plan, from an operational or financial perspective.

Mr Freddy Wilmer Rivas and Ms. Maria Laura Trifiletti are experienced project managers with a solid background in knowledge and project management and a proven capability for the management of EU project consortia.

3.2 WORK PACKAGE LEADERS

Each WP has a leader in charge of coordinating the tasks. These leaders are responsible for the deliverables associated with each WP. They will coordinate partner interaction within the WP and tasks and will call for internal WP meetings if required. Project progress will be critically reviewed at each milestone point.

The designated people acting as WP Leaders can be changed by Partners they belong to if a situation derived from the business operative of these Parties requires so, and it is notified to the whole Consortium.

The role of the Work Package Leaders will be to:

- Define, in coordination with all partners involved in each task, the detailed planning of the subtasks and activities identified.
- Coordinate the work performed within the work package or task according to schedule.
- Monitor the technical quality of the work, in order to achieve the expected results.
- Coordinate with other work package or task leaders the information flow required by the various interdependencies.
- Prepare the progress reports summarising the work performed.



- Inform the Technical Manager and/or the Project Coordinator on the progress achieved, results obtained, problems encountered before every Technical Meeting.
- Coordinate, approve (preliminarily) and forward the deliverables prepared in the work package or task.
- Participate in the preparation of the review meetings with the Commission.

4. PROJECT REPORTING OBLIGATIONS

Monitoring the project implementation is a continuous task that takes place at any moment during the active period and beyond. There are contractual tasks that make the project monitoring most relevant at certain periods of the project's life, particularly after each reporting period at the time of payments. In accordance to the Grant Agreement, project reporting obligations with the Commission are the following:

- The coordinator must — within 60 days from when termination takes effect — submit a periodic report (for the open reporting period until termination).
 - The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the costs incurred and contributions for activities implemented before the end of work date. Costs relating to contracts due for execution only after the end of work are not eligible.
 - If the granting authority does not receive the report within the deadline, only costs and contributions which are included in an approved periodic report will be taken into account (no costs/contributions if no periodic report was ever approved).
 - Improper termination may lead to a grant reduction as contemplated in the Grant Agreement.
 - After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply

4.1.1 SUBMISSION OF DELIVERABLES

The deliverables/outputs must be achieved in the period set out in the Grant Agreement (except for deliverables/outputs relating to the submission of the final periodic report, which may be achieved afterwards).

During the project, the deliverables identified in the Part A of the DoA to the Grant Agreement have to be submitted according to the timetable specified in the Deliverables list.

All deliverables shall be submitted **electronically** through the SyGMA electronic system in the Participant Portal to the Commission, with the exception of the ones with the Dissemination Level R-UE/EU-R that will be submitted by the PC through an approved secured channel.

The **project Coordinator GMV ES, supported by ZABALA**, will be the person responsible for uploading the final version of the deliverable in SyGMA and for submitting it electronically.



4.2 PERIODIC REPORTS

4.2.1 TIME LIMIT FOR SUBMISSION OF PERIODIC AND FINAL 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 M18** – that covers from 01/09/2022 till 29/02/24 and the deadline for submission to the EC is 30/04/2024
- **2nd (and Final) Periodic report shall be delivered in M36** – that covers from 01/03/2024 till 31/08/2025 and the deadline for submission to the EC is 30/10/2025

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables and distribute the corresponding payments within 30 days of their receipt. In the case that the Commission requests any further information, clarification or documentation on the periodic report, the time of 30 days will be stopped from the Commission's side, restarting the count-down upon reception of requested information.

4.2.2 CONTENT OF PERIODIC REPORTS

The content of the Periodic reports is compulsory and determined by the Commission in accordance Article 21 of the Grant Agreement. A template of the **Periodic report** is available at [TEAMS \(EMERITUS Repository\) – Reporting templates folder](#):

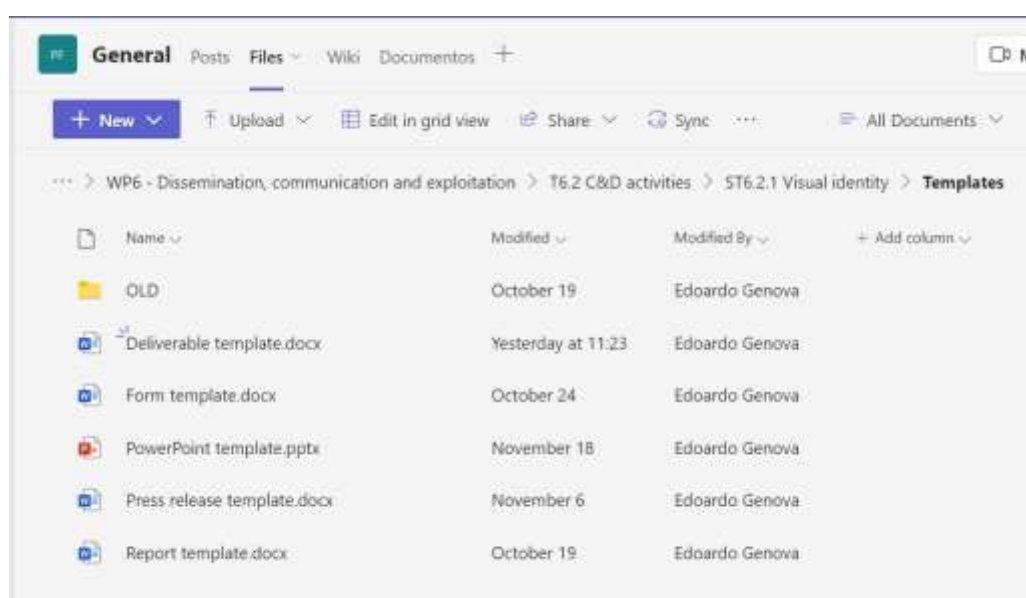


Figure 3 - EMERITUS Repository – TEAMS Folders



The **structure of the Periodic Report** contains the technical and financial report, and it is as follows:

1. A “Periodic technical report” containing:

- An explanation of the work carried out by the beneficiaries
- An overview of the progress towards the objectives of the action, including milestones, and deliverables identified in Annex 1
- A summary for publication by the Commission

2. A “Periodic financial report” containing:

- An “individual financial statement” from each beneficiary
- An explanation of the use of the resources and the information on subcontracting and in-kind contributions provided by third parties (if applicable) from each beneficiary.
- A “periodic summary financial statement” created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and the request for interim payment.

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

- A **Cost Statement** duly completed and explanation of the use the resources covering the specific pe
- **Financial Statement** completed in SyGMA duly signed electronically by the Project Financial Signatory (PFSIGN).

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.

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.



4.2.3 COMPLETION OF THE COST STATEMENT

Each beneficiary shall provide to the Coordinator and ZABALA the **Cost Statement** of the period duly completed in order to check and verify costs to be claimed. Once the cost statement would be reviewed, costs shall be completed in SyGMA, creating Individual Financial Statements per beneficiary. The tool will create automatically the Financial Statements.

All persons with the following roles within one organisation have access to complete the explanation of the use of the resources in SyGMA and complete the Financial Statement:

- Participant Contacts: PaCo
- Coordinator Contact: CoCo

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 organisation.

4.2.4 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.

PFSIGNs appointed in EMERITUS are available also in the contact list of participants uploaded in the repository.

Instructions for the electronic signature of a PFSIGN:

1. The Project Financial signatory (PFSIGN) shall log in the Participant Portal with your ECAS account at the following link: <http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
2. Once you are logged in, please go to “My project” tab and click **Manage project** button:
3. The PFSIGN will have in the beneficiary’s Financial Statement the option “**Sign and Submit**” Available. Please check that everything is correct and click “Sign and Submit”.
4. The tool will ask you to enter again the PFSIGN’s ECAS password to sign electronically.

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



4.2.5 ELECTRONIC SUBMISSION OF PERIODIC REPORTS

The submission of the periodic reports to the European Commission is the responsibility of the **coordinator**. The coordinator will use the **electronic exchange system**.

4.2.6 DATA COLLECTION FROM BENEFICIARIES AND ROLES

For the preparation of the Final Report, technical and financial inputs and data are necessary from the beneficiaries.

The project **Coordinator** will be responsible for completing the continuous reporting via the exchange tool system (SyGMA) with the Commission via the Funding & Tenders Portal.

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet of Grant Agreement.

- For additional pre-financings (if any): an **additional prefinancing report**
- For interim payments (if any) and the final payment: a **periodic report**.

The **financial statements** must detail the eligible costs and contributions for each budget category and, for the final payment, also the revenues for the action (see Articles 7 and 21 from Grant Agreement).

By signing the financial statements (directly in the Portal Periodic Reporting tool), the beneficiaries confirm that:

- The information/data provided is complete, reliable and true
- The costs and contributions declared are eligible
- The costs and contributions can be substantiated by adequate records and supporting documents reviews, audits and investigations
- For the final periodic report: all the revenues have been declared (if required)

Beneficiaries will have to submit also the financial statements of their affiliated entities (if any). In case of recoveries, beneficiaries will be held responsible also for the financial statements of their affiliated entities.

4.3 CONTINUOUS REPORTING MODULE

The beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Apart from the project reporting obligations, the Commission activates a **Continuous Reporting module** via the electronic exchange system (SyGMA) when the project starts. This module makes available the electronic



submission of **Deliverables** and **Periodic Reporting information** that can be entered optionally at any time during the life of the project.

5. PROCEDURES

5.1 CONFLICT RESOLUTION

Having a good work relationship among the project team members will be a prerequisite for the quick resolution of potential problems and issues. The partners shall always try to reach an agreement in the case of conflict. 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 Consortium will take a decision, and if necessary, it will ask for the authorisation of the European Commission.

In case of conflict between participants on access rights, the coordinator should advise the Consortium for arbitration (in correlation with EC rules).

5.2 RISK MANAGEMENT/ RISK ASSESSMENT

Risk plan will be monitored and updated based on identified risks and contingency plan. A risk register will be set up early after the project start and will be updated annually. Ongoing project monitoring will allow the project to prevent some risks from occurring and will allow informed decision to PC in case of risk occurrence.

Risk assessment and contingency will be linked to regular project processes previously defined. To adopt a process-oriented approach towards risk reduction, regular process evaluation meetings with partners and stakeholders with potentially high influence on the project have been included.

Any change in time scheduled for deliverables or in the allocated budget must be reported to the corresponding WP Leader or to the Project Coordinator.

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.

Table 8 - Critical Risks and Management Strategy

Critical Risks and Management Strategy			
Risk Number	Description	Work Packages No(s)	Proposed Mitigation Measures
1	R1.1: Limited reactiveness of users for requirements analysis Impact: Med Likelihood assessment: High	WP1	Direct engagement of end-users partners in a guided co-creation process. In case of need, the partners will leverage on their European



			networks in order to obtain additional inputs.
2	R1.2: Data legacy access restrictions Impact: High Likelihood assessment: Med	WP1	Partnering with the proper national entities in duty of prosecuting environmental crimes, guaranteeing access to DB.
3	R2.1: Difficulties in connecting the protocol to the platform Impact: Low Likelihood assessment: Low	WP2	It is possible to consider the integrated investigation protocol as a per se output in the case of technical difficulties in connecting the integrated protocol to platform.
4	R3.1: Component integration Impact: Low Likelihood assessment: High	WP3	Close cooperation in design phase among GEOVIL, LOGIKERS, ASE, GMV. Fast prototyping, early testing and debugging
5	R3.2 Incompatibilities of components used by all partners Impact: Med Likelihood assessment: High	WP3	Fast implementation of prototypes of all relevant components with mock data to identify incompatibilities and to elaborate translation layers between these components.
6	R5.1: Few CoP membership confirmed Impact: Med Likelihood assessment: High	WP5	Leveraging network of partners, participation in fair/event to promote membership, synergies with other funded projects
7	R6.1: Low interest from target audience Impact: Low Likelihood assessment: High	WP6	Publications in specialized journals/online magazines, sharing on social media groups, leveraging partners' networks
8	R6.2: Low participants in the joint demonstrations Impact: Low Likelihood assessment: High	WP6	Organization to be launched with advance, raising attention also via institutional EC support/connection.
9	R6.3: Conflicting exploitation strategies Impact: Med Likelihood assessment: High	WP6	Alignment of individual exploitation with the global project view, quantification of expected impacts for selection of opts.
10	R7.1: Over expenditure Impact: Low Likelihood assessment: Med	WP7	M9 expenditure review for prompt deviations' identification
11	R7.2: Partner withdrawing Impact: Low Likelihood assessment: Med	WP7	1) substitution; 2) reallocation of tasks among the partners.



5.3 VOTING RIGHTS AND QUORUM

Each Consortium Body shall not deliberate and decide validly unless three-quarters (3/4) of its Members are present or represented (quorum).

If the quorum is not reached, the Project management assistant shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the Project management assistant shall convene an extraordinary meeting which shall be entitled to decide if no less than 50 % of Members are present or represented.

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

Defaulting Parties may not vote.

Decisions shall be taken by a majority of two-thirds (2/3) of the votes cast, with the exception of the following decisions, which shall require a unanimous vote of all present or represented Members:

- Entry of a new Party;
- Any withdrawal from Attachment 1 (Background included) of the Consortium Agreement

In the case of exercise of veto, the Members of the related Consortium Body shall make all reasonable efforts to resolve the matter that occasioned the veto to the general satisfaction of all its Members.

A Party may not veto decisions relating to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the Consortium or the consequences of them.

A Party requesting to leave the Consortium may not veto decisions relating thereto.

5.4 DISSEMINATION OF RESULTS – OPEN ACCESS – VISIBILITY OF EU FUNDING

5.4.1 DISSEMINATION OF RESULTS

Dissemination activities and publications will be governed by the Grant Agreement (Article 17) and the Consortium Agreement. As stated, any dissemination of results (in any form, including electronic) must:

- Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate)
- Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.
- For the purposes of their obligations under Article 17.2 of the Grant Agreement, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however,



give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

- Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the disclaimer contemplated in Article 17.3 of the Grant Agreement (translated into local languages where appropriate).
- The beneficiaries must disseminate their results as soon as feasible, in a publicly available format, subject to any restrictions due to the protection of intellectual property, security rules or legitimate interests.
- A beneficiary that intends to disseminate its results must give at least 15 days advance notice to the other beneficiaries (unless agreed otherwise), together with sufficient information on the results it will disseminate.
- Any other beneficiary may object within (unless agreed otherwise) 15 days of receiving notification, if it can show that its legitimate interests in relation to the results or background would be significantly harmed. In such cases, the results may not be disseminated unless appropriate steps are taken to safeguard those interests.

6. FUNDING & TENDERS PORTAL ROLES

6.1 5.1 MAIN ROLES AND ACCESS RIGHTS

- **The Primary Coordinator Contact (PCoCo)** of a project is a unique role, set/modified by the Commission/Agency. All Primary Coordinator Contacts have full, read/write access to their own and the consortium's common e-forms, and can submit to the Commission/Agency via the Participant Portal.
- **Coordinator Contacts (CoCo)** can be nominated by the Primary Coordinator Contact. All Coordinator Contacts have full, read/write access to their own and the common e-forms, and can submit to the Commission/Agency via the Participant Portal.
- **Participant Contacts (PaCo)** can be nominated either by the Primary Coordinator Contact or by Participant Contacts. All Participant Contacts can submit e-forms to the Coordinator Contacts via the Participant Portal. They have read/write access to their own forms and read-only rights to certain common forms.
- **Task Managers (TaMa)** can read, modify and save their own entity's forms.
- **Team Members (TeMe)** have read-only rights to the entity's own forms.
- **The Financial Statement Authorised Signatory (FSIGN)** is the person authorised to sign Forms C for their organisation. The FSIGN is nominated by the LEAR or an Account Administrator under the "My Organisations" tab > "RO" icon (consequently the nomination of LEARs is now mandatory). An unlimited number of FSIGNS can be nominated for an organisation. Then it is up to the Primary Coordinator Contacts, the Coordinator Contacts and Participant Contacts to assign FSIGNS to specific projects, becoming at this moment **Project Financial Signatories (PFSIGNS)**. An unlimited number of FSIGNS can be assigned to a project.
- **The Legal Statement Authorised Signatory (LSIGN).**



To appoint LSIGNs, the procedure is the same as for FSIGNs. The LSIGN has to be nominated by someone having an organisation role (LEAR, Account Administrators). The LSIGN must then be appointed to one or several project(s) by someone having a project role (Primary Coordinator Contact, Coordinator Contacts or Participant Contacts) in said project(s). At this moment, the **Project Legal Signatories (PLSIGNS)** will be appointed.

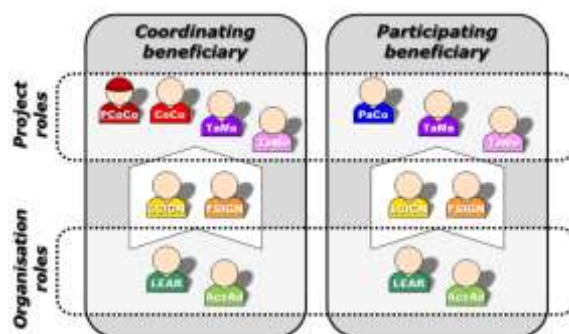


Figure 4 – Funding and Tenders Portal roles

7. INFORMATION MANAGEMENT

7.1 INFORMATION FLOWCHART

All the issues (problems, delays, etc.) must be communicated from each partner to the WP Leader.

The Work Package Leader will be the responsible for dealing with the issue raised and solve it. In the case that the issue cannot be solved, the Project Coordinator will be duly informed; if needed, the problem will be transmitted to the corresponding Committee and ultimately to the Project Management Board.

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

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

7.2 PERIODIC AND FINAL REPORTS

After the finalisation of the reporting periods specified in the Gran Agreement, the Coordinator will submit a periodic report via the SyGMA electronic submission system in the participant portal.

In addition, at the end of the project a final report together with a report on the distribution of the financial contribution between beneficiaries.



7.2.1 HEU ELIGIBLE COSTS AND COST CATEGORIES

Contractors should report the costs incurred by using the HEU eligible costs that are structured as follows according to *Article 6 in the Grant Agreement*:

Direct costs:

- Personnel costs (Article 6.2 A)
 - -Costs for employees (or equivalent) (Article 6.2 A.1)
 - -Costs for natural persons working under a direct contract (Article 6.2 A.2 and A.3)
- Subcontracting costs (Article 6.2 B)
- Purchase costs (Article 6.2 C)
 - -Travel and subsistence (Article 6.2 C.1)
 - -Equipment (Article 6.2 C.2)
 - -Other goods, works and services (Article 6.2 C.3)
- Other costs categories (Article 6.2 D)
 - Internally invoiced goods and services (Article 6.2 D.2)

Indirect costs (Article 6.2 E)

Contributions:

- Ineligible costs and contributions (Article 6.3)

7.2.2 DETAILS ABOUT THE NATURE OF COSTS TO SUBMIT

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

- **Personnel costs** (amounts, name, function, statute (additional or permanent), monthly rate or hourly rate 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),
- **Purchase costs for the action** (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the beneficiary's usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (GA Article 12). Beneficiaries that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.
- **Travel costs Purchases for travel, accommodation and subsistence must be calculated as follows:**
 - travel: Based on the costs actually incurred and in line with the beneficiary's usual practices on travel
 - accommodation: Based on the costs actually incurred and in line with the beneficiary's usual practices on travel
 - subsistence: Based on the costs actually incurred and in line with the beneficiary's usual practices on travel.



They need to be reported as following: (amount by travel and by participants, name of travellers, exact dates (dd/mm/yyyy), origin/destination (from/to), and detailed purpose of the travel),

- **Purchases of equipment, infrastructure or other assets** used for the action must be declared as depreciation costs, calculated based on the costs actually incurred and written off in accordance with international accounting standards and the beneficiary's usual accounting practices.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be considered.

Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

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 HEU class – amounts by cost, very precise details about the nature of each cost),
- **Indirect costs (25% flat rate)**. Indirect costs are calculated based on a flat rate of 25% of the eligible direct costs (categories A-D, except volunteers costs, subcontracting costs, financial support to third parties and exempted specific cost categories, if any).

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.

7.3 CERTIFICATE ON THE FINANCIAL STATEMENTS (CFS)

In accordance with the Grant Agreement (Article 24.2) If required by the granting authority (Data Sheet, Point 4.3), the beneficiaries must provide certificates on their financial statements (CFS), in accordance with the schedule, threshold and conditions set out in the Data Sheet.

The coordinator must submit them as part of the periodic report (see Article 21 GA).

The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and costs according to usual cost accounting practices (if any), and fulfil the following conditions:

- a) be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC19 (or for public bodies: by a competent independent public officer).
- b) the verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.



The certificates will not affect the granting authority's right to carry out its own checks, reviews or audits, nor preclude the European Court of Auditors (ECA), the European Public Prosecutor's Office (EPPO) or the European Anti-Fraud Office (OLAF) from using their prerogatives for audits and investigations under the Agreement (Article 25 GA).

If the costs (or a part of them) were already audited by the granting authority, these costs do not need to be covered by the certificate and will not be counted for calculating the threshold (if any).

7.4 DOCUMENT TO BE KEPT – SUPPORTING DOCUMENTS OF COSTS CLAIMED

The beneficiaries must — at least until the time-limit set out in the Data Sheet (Point 6) — keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

- a) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries' usual accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents.
- b) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied.
- c) for the following simplified costs and contributions: the beneficiaries do not need to keep
- d) specific records on the actual costs incurred, but must keep:
 - i. for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1
 - ii. for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1.
 - iii. for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.

Moreover, the following is needed for specific budget categories:



- e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance.

7.5 PAYMENTS

Full payment explanation is described in the Art 22. Of the Grant Agreement.

Requested EU Contribution: €4,634,193.75

Article 22 to the Grant Agreement establishes the rules and procedure of the payments that will be made to the Coordinator.

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank.
- the beneficiary bears the cost of transfers charged by its bank.
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

Pre-financing (PF):

The aim of the pre-financing is to provide the beneficiaries with a float. It remains the property of the EU until the payment of the balance.

The aim of the prefinancing is to provide the beneficiaries with a float.

It remains the property of the EU until the final payment.

For **initial prefinancings** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancings** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.



The contribution to the Mutual Insurance Mechanism will be retained from the prefinancing payments (at the rate and in accordance with the modalities set out in the Data Sheet, see Point 4.2) and transferred to the Mechanism.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (Articles 29 and 30 of the GA).

Interim payments:

Interim payments reimburse the eligible costs and contributions claimed for the implementation of the action during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report. Its approval does not imply recognition of compliance, authenticity, completeness or correctness of its content.

The interim payment will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Payment of the balance:

Step 1 — Calculation of the total accepted EU contribution

The granting authority will calculate the 'accepted EU contribution' for the action for the reporting period, by first calculating the 'maximum EU contribution to costs' (applying the funding rate to the accepted costs of each beneficiary), taking into account requests for a lower contribution to costs, and CFS threshold cappings (Article 24.5) and adding the contributions (accepted unit, flat-rate or lump sum contributions and financing not linked to costs, if any). After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the 'total accepted EU contribution'.

Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (Articles 29 and 30 GA).



8. DOCUMENT HANDLING

8.1 DOCUMENT HANDLING – TEAMS

A repository has been set up for EMERITUS to effectively handle the documentation of the project. This tool is aimed at working on collaborative documents and sharing final documents of common interest.

8.1.1 REPOSITORY

All relevant documentation to EMERITUS will be available in the Repository. The Repository will be updated according to the needs of the project, creating new folders or subfolders in accordance to the needs. The idea is having a full repository of working documents, final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

Each WP Leader is responsible for the contents of each WP folder. The main recommendation is creating collaborative documents within each folder to foster the team working.

Final versions or stable drafts will be shared in TEAMS. The idea is having a full repository of final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

8.1.2 DEFINITION FOR FILE NAMING: JOINT WORKING IN DELIVERABLES

This section proposes a scheme for naming the deliverables under development. The document file name consists of: **D.x.y name of the deliverable a.b** with a version number (maintained by the Task/Deliverable leader) a.b, where:

- a) is the major revision (starting at 0) where 1 is the submitted version.
- b) minor version reflecting the progress during the Deliverable preparation phase (e.g. between telcos).

With a partner name postfix, indicating which partner contribution on top of version a.b has been performed. For the integration of the partner inputs the word change tracking mode shall always be used.

8.2 DELIVERABLE NUMBERING SYSTEM – FINAL VERSION TO SUBMIT TO THE COMMISSION

The delivery number shall be used as a code on the front page of all deliverables.

Furthermore, a revision numbering shall be included. The title of the document/deliverable must follow the titles included in the work programme.

Deliverables will have the following notation: **DX.Y.vN**

- D stands for the word deliverable.
- X is a number representing the Work Package which the deliverable is linked to.
- Y is a number of the deliverable within the Work Package which is linked to.
- V stands for the word version
- N is a number representing the number of times a deliverable has been submitted officially to the EC as defined in DoA or requested after a review meeting. Those deliverables submitted once will be v1, twice v2, etc.



8.3 LANGUAGE

Any report and deliverable shall be in **English**. Minutes of project meetings, project deliverables and periodic progress reports must be prepared in English. The minutes shall be recorded by the WP leader.

Meetings with attendance from abroad must be in English.

8.4 DOCUMENT TEMPLATES

It is compulsory to use the templates available for all the documentation generated within EMERITUS project. The PROJECT templates that have been distributed between partners and SAVED on TEAMS.

9. PROJECT CHANGES AND POTENTIAL PROBLEM AREAS

9.1 CHANGES IN THE PROJECT: AMENDMENTS / INFORMATION LETTERS

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 Consortium 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.

Regarding the Article 39 of the GA, The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties. The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).



The granting authority may request additional information. If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party. An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

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).

