



# SEMPRE-BIO

## D7.11 Project Management Plan v2

**SEcuring doMestic PRoduction of  
cost-Effective BIOMethane**

**CETAQUA**  
WATER TECHNOLOGY CENTRE

## PROJECT INFORMATION

GRANT AGREEMENT NUMBER	101084297
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PROJECT WEBSITE	<a href="https://sempre-bio.com">https://sempre-bio.com</a>

## DELIVERABLE INFORMATION

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REVIEWERS	Laia Mencia (INV), Andrea Munaretto (CRYO)
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## Acronym Glossary

<b>CA:</b> Consortium Agreement	<b>CFS:</b> certificate on the financial statement
<b>DoA:</b> Description of Action	<b>EAB:</b> External Advisory Board
<b>EC:</b> European Commission	<b>EU:</b> European Union
<b>HE:</b> Horizon Europe	<b>IP:</b> Intellectual Property
<b>IPR:</b> Intellectual Property Rights	<b>PC:</b> Project Coordinator
<b>PSB:</b> Project Steering Board	<b>RP:</b> Reporting Period
<b>SEMPRES-BIO:</b> SEcuring doMestic PReduction of cost-Effective BIOMethane	<b>STC:</b> Scientific & Technical Committee
<b>WBS:</b> Work Breakdown Structure	<b>WP:</b> Work Package

# 1. Introduction

This document is developed as part of the SEMPRE-BIO (SEcuring doMestic PROduction of cost-Effective BIOmethane) project, which has received funding from the European Union's Horizon Europe's program (HORIZON-CL5-2021-D3-03-16), under the Grant Agreement 101084297.

The Project Management Plan corresponds to Deliverable 7.11 of Work Package 7 (WP7 - Project Management). This is the second version of the document, and it is a revision of the previous Project Management Plan D7.10. The specific objectives of WP7 include:

- Establish an effective and ethical financial and technical management of the project.
- Monitor and adjust the implementation plan if necessary.
- Establish effective communication channels (consortium-Commission).
- Organize the midterm and final review events.

This document provides an organized and harmonized set of practical guidelines, procedures and support documents that can be used for optimizing the project implementation. It will be kept up to date as needed throughout the project lifecycle.

This document is to be used as a reference by all partners to efficiently develop their individual and collective activities and contribute to the global objective of the project.

After this introduction, the structure of the deliverable is organized in the following sections:

2. Key Documents.
3. Governance Structure.
4. Internal Communication.
5. Rules for implementing a Horizon Europe project
6. Documents and resources
7. Internal quality control
8. Gantt Chart
9. Work Breakdown Structure

## 2. Key Documents

This is the list of key documents that will be addressed all along the project execution:

1) Grant Agreement (No. 101084297) – the contract concluded between the EC (representing the EU) and the beneficiaries under which the parties receive the rights and obligations (e.g. the right of the Union's financial contribution and the obligation to carry out the research and development work). The Grant Agreement consists of the basic text and annexes, including Annex 1– Description of the action (DoA) – part A and part B.

The DoA (Annex 1 part A) is also a key document to be taken into account given that it compiles a specific description of the tasks that will be carried out along the project and the expected results, deliverables and milestones to be obtained.

2) Consortium Agreement: the internal agreement signed between the members of the consortium establishing their rights and obligations with respect to the implementation of the action in compliance with the grant agreement.

All SEMPRES-BIO partners have one copy of these documents. It is important to note from the outset of the project that visibility of EU funding is mandatory while promoting the project actions. Please use always:

a. The EU emblem - High-resolution emblems can be found here: [https://europa.eu/european-union/about-eu/symbols/flag\\_en](https://europa.eu/european-union/about-eu/symbols/flag_en)

and,

b. The following text: The SEMPRES-BIO project has received funding from the European Union's Horizon Europe programme (HORIZON-CL5-2021-D3-03-16), under Grant Agreement number 101084297.

### 3. Governance Structure, Project roles, and Responsibilities

The SEMPRE-BIO Governance Structure is illustrated in Figure 1. The composition, roles and responsibilities of all management levels are described below. Specific operational roles for the Consortium bodies are described in the Consortium Agreement. Reading the Consortium Agreement carefully is thus advisable.

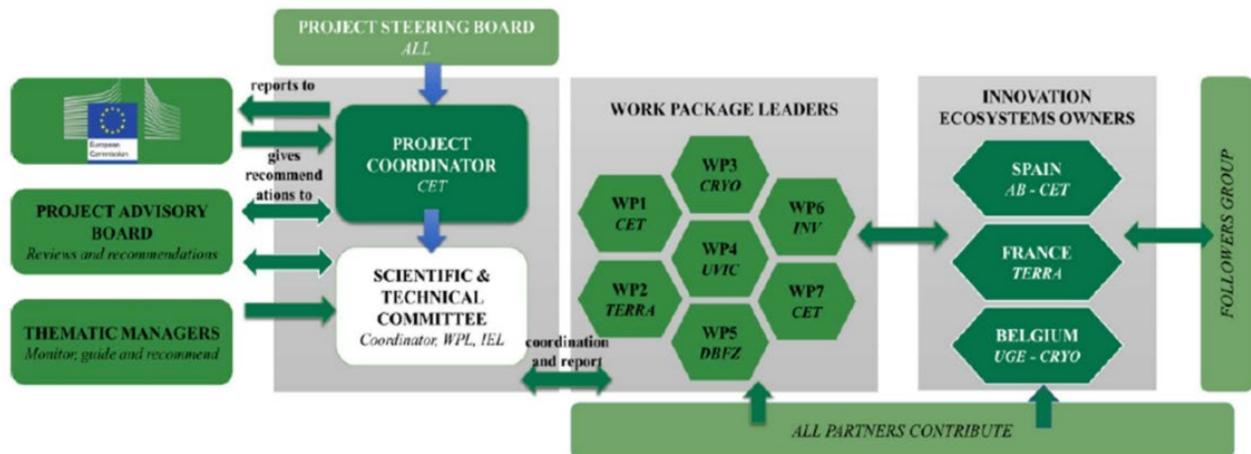


Figure 1. Governance structure of the SEMPRE-BIO project.

#### 3.1. Project Coordinator (PC)

The Leading partner in the consortium, CETAQUA, is the Project Coordinator (PC), who acts as the intermediary between the consortium and the European Commission (EC). All administrative and financial issues will be translated to the EC in real time and, in the opposite direction, all suggestions and/or recommendations given by the European Commission will be transferred to the consortium. Thus, the PC will be in charge of the day-to-day coordination of SEMPRE-BIO. 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:

- The management of the overall legal, contractual, ethical, financial and administrative issues of the project in close collaboration with the different boards specialized in each of the specific topics.
- The single point of contact between the consortium and the EC. The PC, thus, will be in charge of gathering the necessary and updated information from the partners in order to report the Project progress in a proper manner, ensuring that the quality standards have been reached or in case of any change or relevant conflict appearing. Each participant will nominate an Administrative Contact Person who will be the contact point of its entity for legal, financial and reporting matters.
- Monitoring project progress by collecting all periodic activities and evaluating key achievements, planned activities, progress towards deliverables and main concerns.
- Monitor compliance by the Parties with their obligations.
- The resolution of doubts that may arise through direct communication or through the private area/message boards of Basecamp, that will include discussion forums in order to offer a common space for sharing queries and clarifications.
- Chairing the project meetings.
- Keep updated and available the contact list of the Parties and other contact persons.
- Dealing with any relevant matters not foreseen in the proposed management structure.

The PC has the support and assistance of the Programmes and Operations Department of Cetaqua, specifically dedicated to project management, consortium coordination, quality-assurance, intellectual property regulation, administrative reporting, and financial monitoring.

Additionally, in order to have a complete overview of the progress of an Action and the Project, the PC will work in close collaboration with the different boards described in Figure 1.

### 3.2. Project Steering Board (PSB)

The Project Steering Board (PSB) is the decision-making body of the Project. It consists of one representative from each participant, and it is chaired by the PC. It will meet twice a year at the General Assemblies (once virtually and once presential). They may also meet virtually according to the needs of the project (upon written request of a Member of the Project Management Team or 1/3 of the Members of the Project Steering Board). The General Assembly dates have been agreed to by all partners at the kick-off meeting.

The PSB is composed by the 16 organizations that participate in the project, as can be seen in Table 1, ordered as in the Grant Agreement and with the short names that should be used.

Table 1. SEMPRES-BIO Consortium (Project Steering Board).

Participant N°	Participant organization name (short name)	Country
1	CETAQUA, Centro Tecnológico del Agua, Fundación Privada (CET)	Spain
2	Aigües de Barcelona, Empresa Metropolitana de Gestió del Cicle Integral del'Aigua S.A. (AB)	Spain
3	Cryo Inox S.L. (CRYO)	Spain
4	DBFZ Deutsches Biomasseforschungszentrum Gemeinnützige GmbH. (DBFZ)	Germany
5	Danmarks Tekniske Universitet (DTU)	Denmark
6	Inveniam Group (INV)	Spain
7	Propuls (PROPULS)	Germany
8	SINTEF AS (SINTEF)	Norway
9	Terrawatt (TERRA)	France
10	Transports Metropolitans de Barcelona (TMB)	Spain
11	Universiteit Gent (UGE)	Belgium
12	Universitat de Vic (UVIC)	Spain
13	Biogas-E (BIOGAS-E)	Belgium
14	Innolab (INNOLAB)	Belgium
15	Naturgy (NAT)	Spain
16	NV De Zwanebloem (NV)	Belgium

The PSB will gather Project results from the STC and inputs from the External Advisory Board (EAB), in order to fulfil the following tasks:

- Decisions and approval
  - To approve the implementation of the project, including deliverables and achievement of milestones.
  - To validate the adoption of contingency plans if necessary.

- To agree on modifications, including budget redistributions and task schedule variations. This includes:
  - To vote for requests of changes to the European Commission Grant Agreement, and decide on inclusions or exclusions from the consortium.
  - To vote for changes to the Consortium Agreement, including withdrawals of background included.
- Reporting and coordination
  - To discuss and assess the general progress and project achievements in relation to the Description of the Action (DoA).
  - To promote gender equality, ensuring gender balance in decision-making and in research terms.
  - To ensure that beneficiaries respect the recruitment and working conditions for the researchers defined in the EC Grant Agreement.
- Dissemination
  - To assess the dissemination level of all Deliverables.
  - To approve all press releases and joint publications of the consortium in compliance with the EC Grant Agreement.
  - To provide its opinion on all publication plans with regards to the risks that such publications could imply for the protection or use of foreground.
  - To organize Stakeholder events to present the aims and objectives of the project and gather and transfer the views of stakeholders to help formulate the overall strategic direction of future activity.
- Exploitation
  - To monitor results to be protected and advise partners on the means of protection.
  - To provide its opinion on planned granting of exclusive licenses to foreground to third parties if they could be contrary to the European economy or to security or ethical principles.
  - To review the plan for the use and dissemination of foreground.
  - To resolve disagreements on the necessary character of access rights between partners.
  - To review contributions to jointly-owned foreground and corresponding shares.
  - To follow up IP issues to make it easy for partners to reach agreements with third parties for use of the foreground (such as licensing or confidentiality agreements).

### 3.3. Scientific & Technical Committee (STC)

The Scientific & Technical Committee (STC) is the supervisory body for the execution of the Project which shall report to and be accountable to the Project Steering Board (PSB). It is composed by beneficiaries which are Work Package Leaders and/or Innovation Ecosystem Owners: Cetaqua (CET), TerraWatt (TERRA), CryoInox SL (CRYO), UVic, DBFZ, Inveniam (INV), Aigües de Barcelona (AB) and UGent (UGE). Each beneficiary will be represented in the STC with a representative, with a total of 8 representatives. See in Table 2 the beneficiaries composing the STC.

Table 2. SEMPRES-BIO Scientific & Technical Committee.

Participant Nº	Participant organization name (short name)	Country
1	CETAQUA, Centro Tecnológico del Agua, Fundación Privada (CET)	Spain
2	Aigües de Barcelona, Empresa Metropolitana de Gestió del Cicle Integral del'Aigua S.A. (AB)	Spain
3	Cryo Inox S.L. (CRYO)	Spain
4	DBFZ Deutsches Biomasseforschungszentrum Gemeinnützige GmbH. (DBFZ)	Germany

6	Inveniam Group (INV)	Spain
9	Terrawatt (TERRA)	France
11	Universiteit Gent (UGE)	Belgium
12	Universitat de Vic (UVIC)	Spain

It will closely follow-up the progress of the Project in both technical and non-technical perspectives, as well as the quality and the delivery on time of the deliverables. The STC will have the whole vision of the project progress, ensuring the proper implementation and interrelation between Work Packages.

The PC(CET) will chair the STC meetings, which will be held face-to-face or virtually on a six-month basis coinciding with the Project Coordination Meetings. There will also be virtual meetings with an approximate frequency of 1 per month and whenever necessary upon written request of a Member of the Scientific & Technical Committee.

The Scientific & Technical Committee shall be responsible for the following tasks (more detail can be found in the Consortium Agreement):

- To report the progress of the Work Packages and any other necessary updates to the PSB. Proper execution and implementation of the decisions of the PSB.
- To coordinate on a day-to-day basis the progress of the technical work under the WP.
- To communicate any plans, deliverables, documents, and information connected with the WP between its participants and, if relevant, to the PSB.
- To organize the work and outputs of the WP and resolving any conflict arising according to the project protocols.
- To follow up decisions made by other consortium bodies insofar as they affect the WP.
- To review each of the Deliverables of the WP before submitting them to the EC.
- To monitor the effective and efficient implementation of the Action.
- To collect information at least every 6 months on the progress of the Action, examine that information to assess the compliance of the Action with the Action Plan and, if necessary, propose modifications of the Action Plan to the Project Steering Board.
- To support the Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables.

### 3.4. External Advisory Board (EAB)

The External Advisory Board (EAB) is a group of external experts that ensure the scientific and technical quality of the project. It will provide an additional process of quality control, advice, and validation of the vision, global impact and outreach of the project. It is appointed and steered by the PSB. The EAB will be composed during the first 6 months of the project.

Frequent interaction will be sought between the PSB and the EAB in order to gain insights on the evolutions in the state of the art and to obtain validation of the methodologies adopted. Progress reports will be sent to the EAB so as to obtain feedback about project results during the implementation. At the same time, the EAB will make recommendations to the PSB with a view to achieving impacts.

The EAB will get together once a year (at least most of its members) with the PSB for discussion of findings, challenges and opportunities. The Project Coordination Meetings will be used to host these meetings. The EAB will also be asked to review key project deliverables, and assess difficulties and priorities identified by the PSB. In addition, the EAB will also be the link to international initiatives by benchmarking, promoting and supporting the route to market of SEMPRE-BIO technologies.

### 3.5. Other bodies: Work Package Leaders, Innovation Ecosystem Owners and Thematic Managers

Work Package Leaders (Cetaqua, TerraWatt, CryoInox, UVic, DBFZ and Inveniam) are in charge of leading and coordinating their respective Work Packages. They answer directly to the Project Coordinator and must manage the beneficiaries involved at each WP. They must make sure that the deliverables are of sufficient quality before they are shared for review with the PC and that they are submitted in due time. Furthermore, they must ensure scientific and technical coordination within each WP as well as with other WPs if the Action requires so (e.g. link to WPs 1, 5 and 6) and give scientific support to the Innovation Ecosystem.

Innovation Ecosystem Owners must ensure the project activities at local level meet end-user needs and adhere to the Grant Agreement of the SEMPRES-BIO project.

Finally, Thematic Managers, who are:

- Innovation: Alejandra Córdova (Cetaqua)
- IPR & Exploitation: John Crockett (Inveniam)
- Data: Bernd Wittgens (SINTEF)
- Communication and dissemination: Laia Mencia (Inveniam)

Must monitor and guide project activities about these topics and keep each other informed and aligned by direct communication of progress and any occurrences, special needs of the project or deviations from the GA.

## 4. Internal Communication

Virtual and face-to-face meetings will take place to monitor the progress of the project and to develop corrective measures where needed. In Table 3 there is a summary of the main expected meetings. It is worth noting that all the ordinary face to face meetings, will take place during the Project Coordination Meetings.

The Project Coordination Meetings of the PSB will be hosted twice a year, and besides having some plenary sessions to report the advancements of the WPs and case studies, it will also have parallel technical meetings, the STC and PSB meetings, and once a year, the EAB meetings.

Table 3. SEMPRES-BIO official project meetings.

Item	Ordinary meeting	Extraordinary meeting
<b>Project Steering Board</b>	Twice a year (once presential, once virtually)	At any time upon request of the STC or 1/3 of the members of the Project Steering Board
<b>Scientific &amp; Technical Committee</b>	At least quarterly, virtually.	At any time upon request of any Member of the STC
<b>External Advisory Committee</b>	Once a year: online or virtual meeting.	-
<b>Work Package</b>	Up to the WP leader judgement	At any time upon request of any participant in the WP

Virtual meetings will be held regularly by conference calls with the aim to:

- Discuss the work progress within specific Work Packages / groups of work.
- Define responsibilities and actions to take.
- Agree on any potential amendments to the work plan.
- Share ideas and clarify questions / doubts.

The official tool to perform virtual meetings is Google Meet. In case of unavailability the meeting organizer will decide the best alternative. The general rules for the project meetings are the following:

- The partners will receive an invitation to the meeting (if necessary, a Doodle will be launched in advance to find the most optimal date to everyone).
- The invitation will include the agenda for the call and preparatory work for each participant in case that is needed.
- After the meeting, the attendees will receive a preliminary version of the minutes for their validation.
- The final minutes of the meeting will be shared via email and in the shared folder of the project.
- The follow up actions/next steps defined in each conference call will be listed in the meeting minutes to allow for a clear understanding of responsibilities and to better track the progress of the project.

### 4.1. Google Drive

After deep analysis, and considering that several beneficiaries have a formal internal ban on the two most popular and widely used platforms for collaborative work (Microsoft Teams and Google), we initially selected Basecamp as the environment for internal communication and management of the project. However, after one year, Basecamp became an expensive option, and we decided to switch to a more cost-effective solution. We have now decided to use Google Drive as the environment for internal communication and management of the project. Google Drive is a well-known platform that allows file sharing, document collaboration, and easy access to the most up-to-date information.

The objective of using Google Drive is to set up an effective virtual communication and collaboration space for SEMPRE-BIO partners. It enables partners to access pending tasks, and work on documents together in real-time.

We are open to exploring better solutions if Google Drive does not meet everyone's needs. Our priority is to find a platform that facilitates efficient collaboration and communication among all partners.

## 4.2. Contacts

The SEMPRE-BIO contacts list is available in Google Drive and it is continuously updated according to the corresponding changes in the participants and contact data occurring throughout the project.

It includes a detail on the roles of each participant and its contribution to each work package, together with all the contact information: name, role and email. Table 4 compiles the main contacts of the SEMPRE-BIO project.

Table 4. SEMPRE-BIO project contacts and details.

Partner N°	Partner	Name	Role	E-mail address
1	CET	Alejandra Córdova Valencia	Project Coordinator	alejandra.cordova@cetaqua.com
1	CET	Carlos Valverde	Project Coordinator Support	carlos.valverde@cetaqua.com
1	CET	Julia Gens	Financial Program Department	julia.gens@cetaqua.com
1	CET	Monica Alsina	Financial Program Department	monica.alsina@cetaqua.com
1	CET	Ana Paz Agudo	Financial Program Department	ana-paz.agudo.ext@cetaqua.com
1	CET	Helena Villalba	Communication Technician	helena.villalba.ext@veolia.com
1	CET	Maria Jesús Llorens	Social Area Manager	mariajesus.llorens@cetaqua.com
2	AB	Mario Ruiz Mateo	Project Contact	mario.ruiz@aiguesdebarcelona.cat
2	AB	Andrea Castaño	Project Contact	andrea.castano@aiguesdebarcelona.cat
2	AB	Sheila Piñon	Project Contact	sheila.pinol@aiguesdebarcelona.cat
2	AB	Cristina Sedeño	Financial Contact	crisrina.sedeno@aiguesdebarcelona.cat
3	CRYO	Andrea Munaretto	Project Contact	andrea.munaretto@fiorentin.c
3	CRYO	Sergi Forn	Financial Contact	sforns@cryoinox.com
3	CRYO	Ismael Callejón	Project Contact	icallejon@cryoinox.com
4	DBFZ	Jaqueline Daniel-Gromke	Project Contact	jaqueline.daniel-gromke@dbfz.de
4	DBFZ	Sylke Tessmann	Financial Contact	sylke.tessmann@dbfz.de
5	DTU	Irini Angelidaki	Project Contact	iria@kt.dtu.dk
5	DTU	Minna Dahl	Financial Contact	mini@adm.dtu.dk

5	DTU	Antonio Grimalt Alemany	Project Contact	anral@kt.dtu.dk
6	INV	Laia Mencia	Project Contact	laia@inveniam-group.com
6	INV	Júlia Gomez	Project Contact	julia@inveniam-group.com
6	INV	Oria Pardo	Project Contact	oria@inveniam-group.com
6	INV	Víctor Suñol	Financial Contact	victor@inveniam-group.com
6	INV	Eric Suñol	Project Contact	eric@inveniam-group.com
7	PROPULS	Ulrich Rost	Project Contact	ulrich.rost@propuls.de
7	PROPULS	Jeffrey Roth	Project Contact	jeffrey.roth@propuls.de
7	PROPULS	Philipp Neuhaus	Project Contact	philipp.neuhaus@propuls.de
7	PROPULS	Jörg Neumann	Financial Contact	neumann@propuls.de
8	SINTEF	Bernd Wittgens	Project Contact	bernd.wittgens@sintef.no
8	SINTEF	Olaf Trygve Berglihn	Project Contact	Olaf.trygve.berglihn@sintef.no
8	SINTEF	Matteo Gilardi	Project Contact	Matteo.Gilardi@sintef.no
8	SINTEF	Kari Schei	Financial Contact	kari.schei@sintef.no
9	TERRA	Pierre-Yves Mocaer	Project Contact	py.mocaer@terrawatt.fr
9	TERRA	Yann Mercier	Project Contact	yann.mercier@terrawatt.fr
9	TERRA	Marie Andre	Project Contact	marie.andre@terrawatt.fr
9	TERRA	Eric Suñol	Financial/ Project Contact	eric-sunol@terrawatt.fr
10	TMB	Mario Canet	Project Contact	mcanet@tmb.cat
10	TMB	Ismael Uruen	Financial Contact	iurun@tmb.cat
11	UGent	Cagri Akyol	Project Contact	cagri.akyol@ugent.be
11	UGent	Shruti Katti	Project Contact	shruti.katti@ugent.be
11	UGent	Erik Meers	Project Contact	erik.meers@ugent.be
11	UGent	Evi Michels	Financial Contact	evi.michels@ugent.be
12	UVic	Lidia Paredes	Project Contact	lidia.paredes@uvic.cat
12	UVic	Pablo Martín Binder	Project Contact	pablomartin.binder1@uvic.cat
12	UVic	Oscar Antonio Osegueda	Project Contact	oscarantonio.osegueda@uvic.cat
12	UVic	Anna Rovira Andújar	Financial Contact	anna.rovira.andujar@uvic.cat
12	UVic	Albert Palou	Financial Contact	albert.palou@uvic.cat
13	BIOGAS-E	Céline Wyffels	Project Contact	celine.wyffels@biogas-e.be
13	BIOGAS-E	Tine Vergote	Project Contact	tine.vergote@biogas-e.be
13	BIOGAS-E	Isabel Vanneste	Financial Contact	Isabel.Vanneste@howest.be
14	INNOLAB	Amr Chamaa	Project Contact	amr.chamaa@innolabfrance.fr

14	INNOLAB	Bernard Willems	Project Contact	bw@innolab.be
14	INNOLAB	Jean-Baptiste Joos	Financial Contact	bjb@innolab.be
15	NAT	Noelia Guzmán	Project/ Financial Contact	nguzmans@naturgy.com
15	NAT	John Chamberlain	Project Contact	jchamber@naturgy.com
16	NV	Wannes Masscheleyn	Project/ Financial Contact	wannes.masscheleyn@gmail.com

## 5. Rules for implementing Horizon Europe projects

The implementation of the SEMPRES-BIO project should follow the rules and guidelines for Horizon Europe projects. The Grant Agreement (GA) is the document which sets out the rights and obligations and the terms and conditions applicable to the grant awarded to the SEMPRES-BIO partners for implementing the SEMPRES-BIO project. The following is a series of important points / rules to be considered.

### 5.1. Reporting

The reporting process allows the EC to follow the project closely and to ensure that it is implemented as stated in the GA and in conformity with the financial rules. The GA gives an overall picture of the progress of the project, in relation to the original and revised plans. It also provides a review of incurred costs.

The SEMPRES-BIO project lasts 42 months and has 3 reporting periods:

- RP1: from month 1 (01/11/2022) to month 18 (30/04/2024)
- RP2: from month 19 (01/05/2024) to month 30 (30/04/2025)
- RP3: from month 31 (01/05/2025) to month 42 (30/04/2026)

There will be one progress report per period submitted to the Project Coordinator during the project (3 in total). These will be used to follow the progress and the budget use of the project, as well as to detect any deviations from the work plan. The internal progress reports focus on the progress of the activities and on the financial reporting (expenses). The reports will be requested in the following months (mid-term ahead of the formal periodic report to the EC):

- 1st Project review – end of month 18 (April 2024)
- 2nd Project review – end of month 30 (April 2025)
- 3rd Project review – end of month 42 (April 2026)

RP needs to be compiled and submitted to the EC at the end of each reporting period (within 60 days following the end of the reporting period). It includes:

- A periodic technical report (explanation of the work carried out; overview of the progress; publishable summary; answers to questionnaire).
- A periodic financial report (individual financial statement; explanation of the use of resources; periodic summary financial statement).

This is the specific procedure for the periodic report (all steps in 60 days):

1. All beneficiaries receive a notification and log on to the Participant Portal (day 0).
2. All beneficiaries share with Cetaqua all costs they have to claim and Cetaqua checks and reviews them (day 0 – 30).
3. All beneficiaries complete their own Financial Statement and their contribution to the Technical Part of the Periodic Report. Beneficiaries e-sign and submit their Financial Statements to the Coordinator (day 31 – 35).
4. The Coordinator approves the elements of the Periodic Report & submits to the EU Services (day 35-60).
5. The EU Services review the submitted Periodic Report and accept or reject it.
6. Interim Payment (90 days from reception of periodic reports).

Partners should refer to the guidelines on the Participant Portal to understand what exactly is expected from them (login to ECAS needed):

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pagelId=8913035>

A final report must be submitted within 60 days following the end of the last reporting period (in addition to the periodic report for the last reporting period). It must include:

- A final technical report (overview of the results and their exploitation and dissemination; the conclusions of the action; the socio-economic impact).
- A final financial report (final summary financial statement – created automatically by the electronic exchange system; a certificate on the financial statements – in some cases).

At the end of the project and for the final financial report, beneficiaries which request a total financial contribution of 430,000.00 € or more must provide a certificate on the financial statement (CFS). The certificate must be issued by an external auditor, using the template in Annex 5 of the Grant Agreement.

Partners should keep the signed original in their files while the Coordinator submits the CFSs as a scanned copy (PDF) together with the financial statement for the final reporting period of each partner concerned. Costs based on lump sums, flat-rates (e.g. indirect costs) or unit costs are not included in the 430,000.00 € limit.

In addition to the periodic reporting to the EC, the Project Coordinator will monitor the progress of the project through regular internal progress reports.

## 5.2. Financial aspects

The 'maximum grant amount' is 9,926,447.75 € (nine million nine hundred and twenty-six thousand four hundred forty-seven EURO and seventy-five eurocents).

The grant reimburses 100% of the eligible costs of the beneficiaries that are non-profit legal entities and 70% of the eligible costs of the beneficiaries and the affiliated entities that are profit legal entities (see Article 6 of GA) ('reimbursement of eligible costs grant') (see Annex 2 of GA).

The estimated eligible costs of the action are 11,753,080.00 € (eleven million seven hundred and fifty-three thousand eighty EURO).

Eligible costs (see Article 6) must be declared under the following forms ('forms of costs'):

- a) for direct personnel costs:
  - as actually incurred costs ('actual costs') or
  - on the basis of an amount per unit calculated by the beneficiary in accordance with its usual cost accounting practices ('unit costs').

Personnel costs for SME owners or beneficiaries that are natural persons not receiving a salary (see Article 6.2, Points A.4 and A.5) must be declared on the basis of the amount per unit set out in Annex 2a (unit costs);

- b) for direct costs for subcontracting: as actually incurred costs (actual costs);
- c) for direct costs of providing financial support to third parties: not applicable;
- d) for other direct costs:
  - for costs of internally invoiced goods and services: on the basis of an amount per unit calculated by the beneficiary in accordance with its usual cost accounting practices ('unit costs');
  - for all other costs: as actually incurred costs (actual costs);
- e) for indirect costs: on the basis of a flat-rate applied as set out in Article 6.2, Point E ('flat-rate costs');
- f) specific cost category(ies): not applicable.

The 'final grant amount' depends on the actual extent to which the action is implemented in accordance with the Agreement's terms and conditions.

This amount is calculated by the Agency – when the payment of the balance is made (see Article 21.4) – in the following steps:

Step 1 – Application of the reimbursement rates to the eligible costs.

Step 2 – Limit to the maximum grant amount.

Step 3 – Reduction due to the no-profit rule.

Step 4 – Reduction due to substantial errors, irregularities or fraud or serious breach of Obligations.

More detailed information about the grant amount, form of grant, reimbursement rates, forms of cost, eligible and illegible costs can be seen in Chapter 3 of the Grant Agreement.

### 5.3. Review Meeting and Audits

The SEMPRES-BIO Review Meetings (with the EC) are currently planned by the Project Officer for months 21, 33, and 42.

Regarding audits:

During the implementation of the project or afterwards, the EC checks, reviews, investigates, and audits the proper implementation of the project and its compliance with the grant agreement.

The EC may order an audit to the grant during the project or at any time up to 2 years after the final payment. Any claimed ineligible costs will be recovered or deducted from the next payment.

In the context of checks, reviews, audits or investigations, partners must make available records and other supporting documentation that proves the proper implementation of the action and that the costs they declare as eligible (for a period of five years after the payment of the balance).

The audit statement costs are considered contracting, and not subcontracting.

## 6. Documents and resources

### European Commission resources / documents

- Annotated Model Grant Agreement

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

- Participant Portal Horizon Europe Online manual

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>

- Page on the Research participant portal where partners can find useful documents dedicated to Horizon Europe projects:

[http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

### Communication, Dissemination, Data Management

- Communication in the Horizon Europe manual

<https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867972>

- All the issues concerning Exploitation, Dissemination and Business Plan for results will be developed in WP6 by INVENIAM.
- Exploitation and Dissemination is an obligation under the article 39 of the regulation establishing Horizon Europe. (e.g. through scientific articles and conferences).

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32021R0695&from=EN#d1e3434-1-1>

- Communication EU research and innovation: guidance for project participants.

[https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf)

- The Data Management Plan will be developed in WP7 by CETAQUA.
- Guidelines on Open Access to Scientific Publications and Research Data.

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

### IPR (Intellectual Property Rights)

- To learn more about the Horizon Europe rules regarding intellectual property, please read article 16 of the Grant Agreement.
- IPR Helpdesk

<https://www.iprhelphdesk.eu/>

- Your Guide to IPR in Horizon Europe

[https://intellectual-property-helpdesk.ec.europa.eu/news-events/news/out-now-your-guide-intellectual-property-management-horizon-europe-2022-12-01\\_en](https://intellectual-property-helpdesk.ec.europa.eu/news-events/news/out-now-your-guide-intellectual-property-management-horizon-europe-2022-12-01_en)

- Intellectual Property Rights (IPR) is another important issue that will be tackled in task 6.3, within the deliverable 6.4 IP Strategy Plan.

## Finance Helpdesk

- Checks, Audits, Investigations

<http://www.finance-helpdesk.org>



## 7. Quality assurance, Control and Risk Management

### 7.1. Quality Assurance

The Deliverables identified in the DoA shall be delivered to the EC within the deadlines and in accordance with the conditions specified in the Grant Agreement (to be used as an indicator that the project is progressing on time).

The Deliverables are developed by the Deliverable lead beneficiary with support from the respective task contributors and submitted to the EC by the Project Coordinator through the electronic exchange system.

The SEMPRE-BIO PSB, STC and the EAB all play an important role in the quality assurance of the project.

Table 5 summarizes the deliverables that will be developed throughout the project, the entity with main responsibility to develop it, the internal reviewer and the external reviewer(s) being defined to ensure such quality.

Table 5. List of deliverables with due date month, month and lead.

n°	Deliverable n° in WP	Due Date (Month)	Month	Lead beneficiary
D1	D1.1	9	July 2023	CETAQUA
D2	D1.2	10	August 2023	CETAQUA
D3	D1.3	18	April 2024	CETAQUA
D4	D1.4	42	April 2026	INVENIAM GROUP
D5	D1.5	42	April 2026	INVENIAM GROUP
D6	D2.1	8	June 2023	DTU
D7	D2.2	28	February 2025	CETAQUA
D8	D2.3	36	October 2025	CETAQUA
D9	D2.4	36	October 2025	CETAQUA
D10	D2.5	40	February 2026	TMB
D11	D3.1	7	May 2023	Innolab cvba
D12	D3.2	24	October 2024	UGent
D13	D3.3	40	February 2026	CRYO INOX SL
D14	D4.1	12	October 2023	DBFZ
D15	D4.2	36	October 2025	UVIC-UCC
D16	D4.3	36	October 2025	UGent

D17	D4.4	42	April 2026	UVIC-UCC
D18	D5.1	8	June 2023	SINTEF
D19	D5.2	18	April 2024	SINTEF
D20	D5.3	42	April 2026	DBFZ
D21	D5.4	12	October 2023	DBFZ
D22	D5.5	36	October 2025	SINTEF
D23	D6.1	5	March 2023	INVENIAM GROUP
D24	D6.2	6	April 2023	INVENIAM GROUP
D25	D6.3	20	October 2023	INVENIAM GROUP
D26	D6.4	12	October 2023	INVENIAM GROUP
D27	D6.5	42	April 2026	INVENIAM GROUP
D28	D7.1	6	April 2023	CETAQUA
D37	D7.10	2	December 2022	CETAQUA
D38	D7.11	18	April 2024	CETAQUA
D39	D7.12	36	October 2025	CETAQUA
D29	D7.2	24	October 2024	CETAQUA
D30	D7.3	36	October 2025	CETAQUA
D31	D7.4	6	April 2023	CETAQUA
D32	D7.5	24	October 2024	CETAQUA
D33	D7.6	36	October 2025	CETAQUA
D34	D7.7	42	April 2026	UGent
D35	D7.8	18	April 2024	CETAQUA
D36	D7.9	42	April 2026	CETAQUA

## 7.2. Quality Control

Control methods will be used to monitor deviations from plan and attempts to return to plan. Feedback from internal and external advisors will be used to monitor progress towards the project objectives. Risk Management will be used as a proactive approach towards managing deviations from Grant Agreement plan.

Revision and review process for:

- Official EC report submissions - deliverables & periodic reports.
- Public material.

Before submitting to the European Commission, each deliverable will undergo a Peer Review to ensure they meet acceptable technical and quality standards. This review process will be documented in the change history of the document. If it is refused, the deliverable will be modified taking into account the remarks and then a new review carried out. Reviews will focus on correcting errors such as:

- technical ambiguities or inconsistencies,
- non-conformance to the philosophy and concepts developed in the description of work (Grant Agreement, Annex 1),
- non-conformance to the requirements laid down by the EC.

Reviewers: WP leader (if they are not the main writer), Coordinator or Project Manager (or Support Team) and/or another partner nominated by the coordinator.

Furthermore, partners will be required to periodically report to the Project Coordinator every 6 months on technical issues, tasks progress and financial matters.

### 7.3. Risk Management

A Risk is the potential of a situation or event to impact on the achievement of specific objectives.

Risk Management is the process of identifying, assessing, planning, and implementing responses to ensure that uncertainty and negative impact of risks is reduced to an acceptable level. It is a measure put in place to deal with the dynamic nature of project work and is effectively the process of anticipating what might not go to plan and putting actions in place to ensure the project is not negatively impacted.

During SEMPRE-BIO risks will be monitored as a continuous activity throughout the project duration. Approach is based on early identifications and rapid reaction to events that could affect the project outcomes. Risks will form part of the progress monitoring process so will be identified and reviewed at progress and technical meetings and status reported in Work Package Interim Management Reports and EC Periodic Reports.

A risk register will be continually updated and monitored. When a risk is identified contingency and mitigation actions will be agreed including date or frequency of review. Separate meetings to address specific risks will be arranged if necessary. The Risk owner will be agreed and identified in the risk register. All partners will be responsible for identification and updating risks and communicating them to the Project Coordinator.







## 9. Work Breakdown Structure

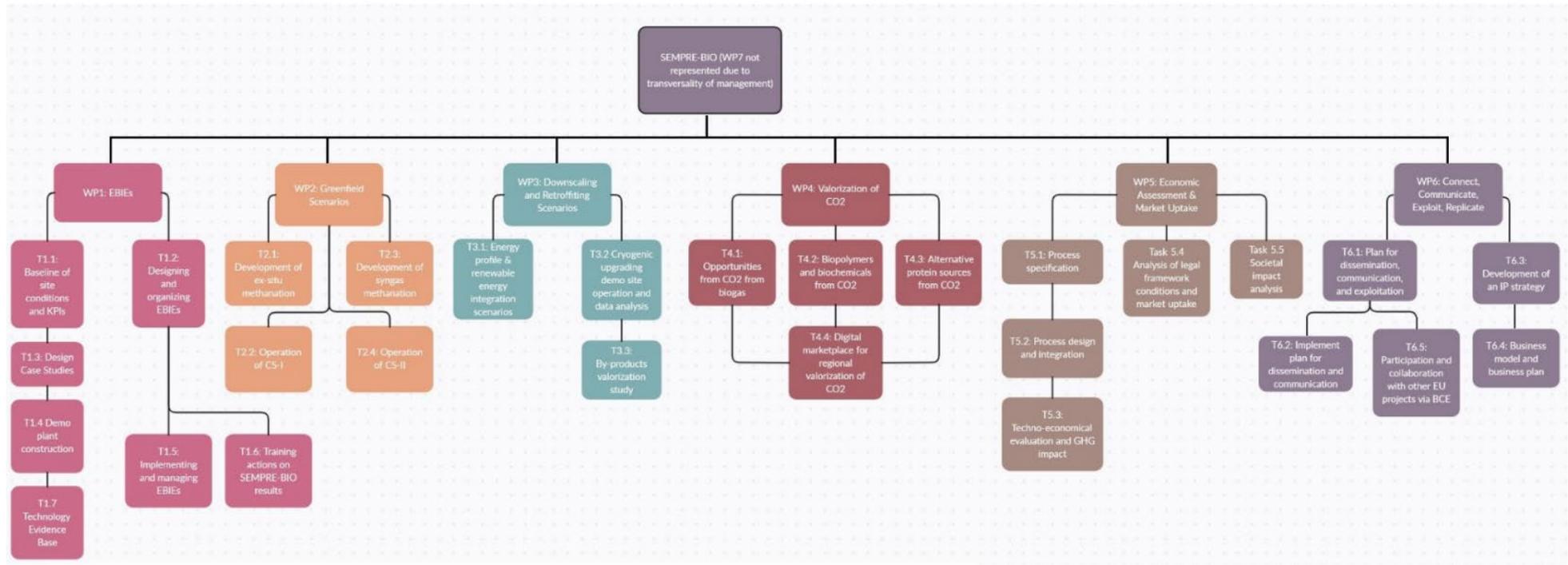


Figure 3. Work breakdown structure.

## 10. History of Changes

Table 6. History of changes.

Version Number and date	Change and justification	Section of D7.II
2.0 19/04/2024	Updated the number of deliverable that correspond to the new version of the document for the previous deliverable.	Introduction (Section 1)
2.0 19/04/2024	Updated the Innovation Thematic Manager from Cetaqua.	Governance Structure, Project roles, and Responsibilities (Section 3, 3.5)
2.0 19/04/2024	Removed the phrase in the text related to Basecamp, as this platform is no longer used.	Internal Communication (Section 4)
2.0 19/04/2024	Removed Basecamp, as it is no longer available. Google Drive is now the platform to share documents, replacing Basecamp.	Internal Communication (Section 4, 4.1)
2.0 19/04/2024	Updated the main contacts of the SEMPRES-BIO project.	Internal Communication (Section 4, 4.2)
2.0 25/04/2024	The link reference has been updated.	Rules for implementing Horizon Europe projects (Section 5, 5.1)
2.0 25/04/2024	The links references have been updated.	Documents and resources (Section 6)