WP10 MANAGEMENT
PROJECT HANDBOOK

ASSET Project • Grant Agreement N°612236

ASSET

Action plan on Science in Society related issues in Epidemics and Total Pandemics

7th RTD framework programme

Theme: [SiS.2013.1.2-1 Sis.2013.1.2-1]

Responsible partner: **Absiskey**

Contributing partners: **N/A**

Nature: **Report**

Dissemination: **PU**

Contractual delivery date: **2014-03-31 (m3)**

Submission Date: **2015-02-12 (m14)**

co-funded by the EU. GA: 612236

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ASSET Action plan on Science in Society related issues in Epidemics and Total pandemics

DOCUMENT MANAGEMENT

PROJECT FULL TITLE	Action plan on Science in Society related issues in Epidemics and Total Pandemics
PROJECT ACRONYM	ASSET
	Coordination and Support Action: project funded under Theme SiS.2013.1.2 "Mobilisation and Mutual Learning (MML) Action Plans"
GRANT AGREEMENT	612236
STARTING DATE	01/01/2014
DURATION	48 months

D10.1 Project Handbook

Task: 10.1

Leader: ABSISKEY – Other contributors: All partners

History of changes:

Vn	Status	Date	Organisation / Person responsible	Reason for Change
V1	Draft	24/06/2014	ABSISKEY/Youssoufa Tahirou	
V2	Draft	31/12/2014	ABSISKEY/Youssoufa Tahirou	Update to fit quality assurance procedures
Vf	Final	12/02/2015	ABSISKEY/Youssoufa Tahirou	Update to include all comments from consortium members

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Abstract

This Project Handbook intends to collect and present any information that can help all participants to the ASSET project carry out the work, in a comprehensive way. All partners are kindly invited to deal with the recommendations presented in this document, to follow the procedures and to be compliant with the quality assurance plan and the administrative and financial rules and deadlines.

1. INTRODUCTION

1.1 What is this Project Handbook meant for?

➢ Support all participants in the ASSET Project in achieving an efficient scientific and technical contribution to the project while complying with the legal and financial framework of EU funding and good management practice.

➢ Provide all participants with the minimal set of tools, models, protocols, rules and guidelines to operate consistently with the Grant Agreement signed with the European Commission and the Consortium Agreement signed between the participants.

➢ Collect and make available a set of tools, models, protocols, rules and guidelines reported in this Project Handbook that shall be considered as the Quality Assurance and Quality Control framework binding all participants and providing the reference ground for decision making by the decision bodies of the Project.

1.2 What is this Project Handbook NOT meant for?

➢ This Project Handbook does not provide any supplementary legal constraints to the Grant Agreement, the Consortium Agreement and their annexes.

➢ This Project Handbook does not supersede or modify the Description of the Work defined in Annex I to the Grant Agreement.

➢ This Project Handbook does not supersede or modify the provisional budget defined in Annex I to the Grant Agreement.

1.3 Who is concerned by this Project Handbook?

All actors in the ASSET Project shall read and understand the contents of this Project Handbook and namely:

➢ The productive staff members (scientists and technicians) of each participating institution involved in the ASSET Project for all or part of their work.

➢ The administrative and financial staff members in charge of providing logistics to the Project participants.

> # Remark 1
> Any remark and comment about the contents of the Project Handbook shall be addressed to P1 ABSISKEY who shall decide whether such remark or comment should be forwarded to the Project Executive Board.

1.4 How is this Project Handbook updated?

This Project Handbook shall be updated whenever:

➢ The regulations and rules decided by the European Commission are changed;

➢ The Consortium Agreement is modified;

➢ The Description of Work (DoW) is modified;

➢ The minimal set of tools, models, protocols and guidelines prove to be inadequate and are thus modified by the Project Executive Board of the ASSET Project.

Remark 2

Changes to the Project Handbook shall be notified to all participants in the minutes of the meeting of the Project Executive Board (PEB) having made the relevant decision and the new version of the Project Handbook shall be amended within 2 months following the decision.

ASSET
share and move to face nasty bugs

2. PRESENTATION OF THE PROJECT

2.1 Synopsis of the Project

Project full title: ACTION PLAN ON SCIENCE IN SOCIETY RELATED ISSUES IN EPIDEMICS AND TOTAL PANDEMICS

Grant Agreement Reference Number: n° 612236

Starting Date: 01-01-2014

Ending Date: 31-12-2017

Project cost: 4, 496, 454.40 €

Commission contribution: 3, 939, 880.00 €

The objectives of ASSET

ASSET (Action plan on Science in Society related issues in Epidemics and Total pandemics) is a 48 month Mobilisation and Mutual Learning Action Plan (MMLAP), which aims to 1) forge a partnership with complementary perspectives, knowledge and experiences to address effectively scientific and societal challenges raised by pandemics and associated crisis management; 2) explore and map SiS-related issues in global pandemics; 3) define and test a participatory and inclusive strategy to succeed; 4) identify necessary resources to make sustainable the action after the project completion. ASSET combines public health, vaccine and epidemiological research, social and political sciences, law and ethics, gender studies, science communication and media, in order to develop an integrated, transdisciplinary, strategy, which will take place at different stages of the research cycle, combining local, regional and national levels.

Project Web Site: http://www.asset-scienceinsociety.eu/

2.2 Participating institutions:

P1 ABSISKEY CP (ABSISKEY)
Rue Colonel Dumont 26, Grenoble 38000, France

P2 ASSOCIATION LYON BIOPOLE (LYONBIOPOLE)
321 Avenue Jean Jaures 69007 Lyon, France

P3 BMJ PUBLISHING GROUP (BMJ) [TERMINATED]
Tavistock Square BMA House, WC1H 9JR London, United Kingdom

P4 EUROPEAN INSTITUTE OF WOMEN'S HEALTH (EIWH)
33 Pearse Street 2 Dublin, Ireland

P5 FONDEN TEKNOLOGIRADET (DBT)
12 Toldbodgade, 1253 Copenhagen K , Denmark

P6 FORSVARETS FORSKNINGINSTITUTT (FFI)
20 Instituttveien, 2027 Kjeller, Norway

P7 INTERNATIONAL PREVENTION RESEARCH INSTITUT-IPRI MANAGEMENT (IPRI)
95 Cours Lafayette 69006 Lyon, France

P8 ISTITUTO SUPERIORE DI SANITA (ISS)
Viale Regina Elena 299, 00161 Roma, Italy

P9 NATIONAL CENTER OF INFECTIOUS AND PARASITIC DISEASES (NCIPD)
Yanko Sakazov Boulevard 26, 1504 Sofia, Bulgaria

P10 THE INTERNATIONAL EMERGENCY MANAGEMENT SOCIETY AISBL (TIEMS)
39 Tweekerkerstraat, 1000 Brussels, Belgium

P11 UNIVERSITE DE GENEVE (UNIGE) *[REMOVED]*
24 Rue du Général Dufour, 1211 Geneve, Switzerland

P12 UNIVERSITATEA DE MEDICINA SI FARMACIE'CAROL DAVILA'DIN BUCURESTI (UMFCD)
Dionisie Lupu 37, Bucharest, Romania

P13 UNIVERSITY OF HAIFA (HU)
Mount Carmel, Abba Khoushi Boulevard, 31905 Haifa, Israel

P14 CENTRE FOR SCIENCE, SOCIETY AND CITIZENSHIP (CSSC) *[TERMINATED]*
5 Via Paolucci de Calboli, 00195 Roma, Italy

P15 ZADIG SRL (ZADIG)
59 Via Ampere Andrea Maria, 20131 Milano, Italy

P16 DATA MINING INTERNATIONAL SA (DMI) *[INTRODUCED 01 MARCH 2014]*
Geneva, Route de l'Aéroport, 29-31, CP, 221, CH-1215, Switzerland

P17 THE INSTITUTE OF PREVENTIVE MEDICINE ENVIRONMENTAL AND OCCUPATIONAL HEALTH (PROLEPSIS) *[INTRODUCED 01 MARCH 2014]*
Fragoklisias 7, 151 25 Marousi, Athens, Greece.

www.asset-scienceinsociety.eu

2.3 Decision making structure:
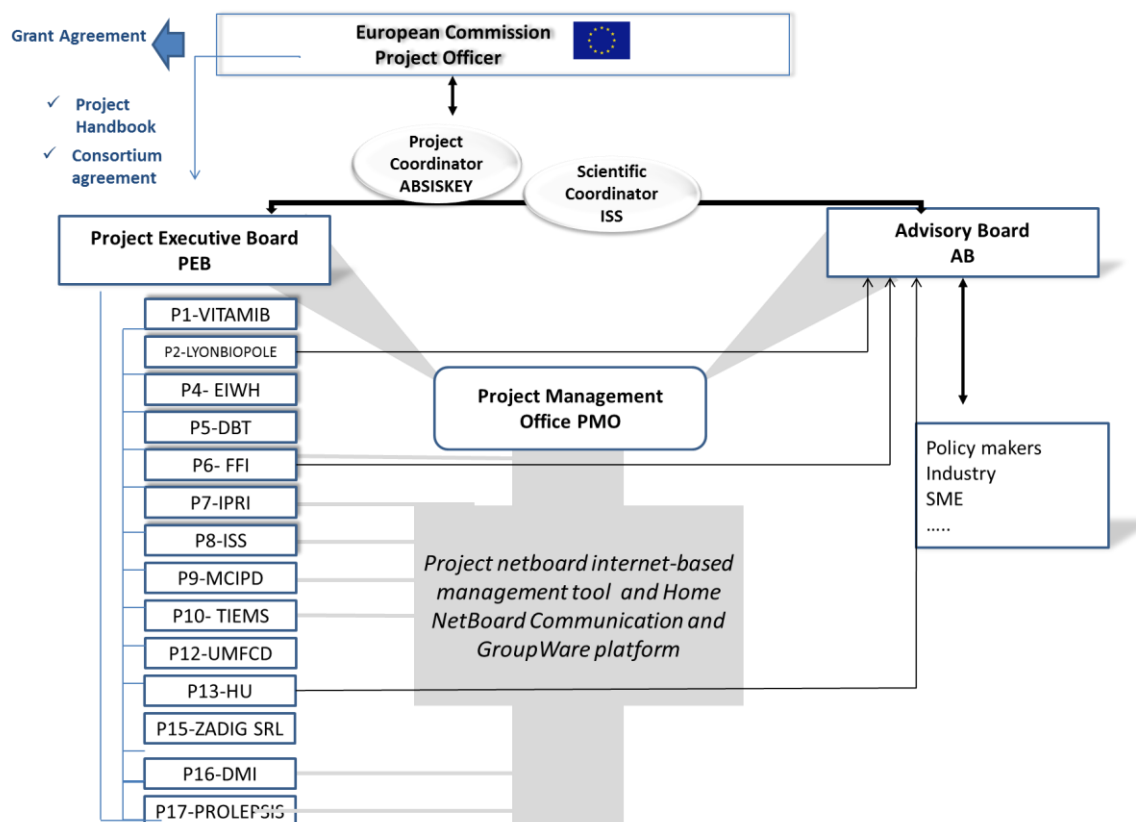
Figure 1: Decision Making Structure

i. *The Project Officer*

Name: **Ivan GINGA**
Address:
European Commission
Directorate-General for Research & Innovation
RTD/B/07
COV2 08/102
B-1049 Brussels, BELGIUM
Email: Ivan.GINGA@ec.europa.eu

The Project Officer (PO) is the representative of the European Commission vis-a-vis the Project Coordinator and the Project Executive Board.

 # Remark 3

The Project Coordinator and the Scientific Coordinator are in charge of contacting the Project Officer in case of a major conflict which could not be solved by the Project decision making bodies.

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ii.   The Project Coordinator:

He is:

➢ In charge of the continuous and consistent operation of the Project and represents the Consortium towards the Commission.

Coordinating Institution: ABSISKEY (P1)
Name of the Coordinator: Olivier DEBARDONNÈCHE
Address: 26 Rue Colonel Dumont, Grenoble 38000, France
Tel: +33 (0) 4 86 110 180
Email: o.debardonneche@absiskey.com

iii.   The Scientific Coordinator:

He is:

➢ The promoter and supervisor of the overall scientific progress of the Project.

Coordinating Institution: ISS (P08)
Name of the Coordinator: Alberto PERRA
Address:
ISTITUTO SUPERIORE DI SANITA (ISS)
Viale Regina Elena 299,
00161 Roma, Italy
Tel: +39 06 4990 4219
Email: alberto.perra@iss.it

iv.   The Project Exeutive Board (PEB) :

The Project Executive Board is composed of:

➢ the Project Coordinator,

➢ the Scientific Coordinator,

➢ One representative of each Party (hereinafter Member).

➢ The EC Project Officer is a member ex officio without voting rights of the PEB.

The Project Coordinator and the Scientific Coordinator, both chair the board.

The Project Executive Board is responsible for the following activities:

o Overall management of efforts towards the correct use and reporting of resources in order to meet schedules and goals and implementation of corrective action if needed;

o Control the execution of the project at least annually with regards to the project roadmap, the performance indicators and the description of work annexed to the Grant agreement and monitor corrective actions, including review of the Deliverables;

o Financial monitoring throughout the Project life to obtain a timely and complete control of the financial situation of the Project and its participants;

o Preparing and post-processing of EC reviews on the consortium-side including support in the implementation of recommendations from the EC and reviewers,

o Ensuring quality management and risk management of the Project;

o Management of knowledge and intellectual property.

o Address and document internal risks which may impair progress towards the objectives of the project and suggest strategies to anticipate and minimize such risks;

o Validate the major changes in the work plan and the updated annual work plan according to the current version of Annex I to the Grant agreement,

o Deal with ethical and gender issues should the case happen,

o Resolution of conflicts.

3. PROJECT MANAGEMENT TOOL

The reference management tool to be used by the participants is Project Netboard, accessible through the Internet, which covers all the management requirements as stated by the Grant Agreement, the Consortium Agreement and the Financial Guidelines of the European Commission. Training sessions will be organised by P01 ABSISKEY in order to demonstrate the usability of the platform.

➢ The User Guide of Project Netboard appears as Annex 3 to the Project Handbook.

3.1 The reference management tool to be used is Project Netboard (PNB)

Its purpose is:

➢ To ensure the follow-up of activities and the simultaneous management of the relevant costs.

➢ To compare data from the Grant Agreement with Partners achievements and their spending.

➢ To allow the input of monthly time sheets.

➢ To provide periodical reports.

➢ To provide balance sheets.

Advantages in using Project Netboard:

➢ To provide immediate and permanent availability of the information related to the advancement of scientific and technical activities and Project financial status.

➢ To provide a cooperative work platform easing in a significant way the Coordinator's and Partners' tasks.

➢ To automatically produce and edit all documents required by EU rules or audits.

➢ To allow a transparent management of the Project abolishing any geographical constraints with a fast interaction.

➢ To provide online help and technical assistance.

3.2   Access to Project Netboard

➢ Access to Project Netboard is by direct connection to http://www.projectnetboard.com

➢ Project Netboard first window will require to :

→ Enter a user name

→ Enter a password

→ Click on ENTER.

➢ Username and password are created and send individually to each user.

3.3 Access rights to Project Netboard

There are three main access levels for Project Netboard:

i. Coordinator

➢ Coordinator means the Project Coordinator.

➢ He/she can modify all the Project data.

➢ He/she creates accesses to Project Netboard for all Project Partners.

➢ He/she can restrict their access rights to any part of Project Netboard.

➢ He/she can create other user accounts for Project Netboard, with similar or restricted access rights.

ii. Partner's Responsible Person

➢ Partner's responsible person means the person responsible for the data of a Project Partner.

➢ He/she can modify his/her data according to the access rights given by the Coordinator.

➢ He/she can create other user accounts for Project Netboard, with similar or restricted access rights.

> # Remark 4
> Each Partner's Responsible Person is in charge of the proper use of Project Netboard by the actors of his/her institution.

Partner's Responsible Persons:

Partner	First name	Last name	e-mail
1 ABSISKEY	Olivier	DE BARDONNECHE	o.debardonneche@absiskey.com
2 LYONBIOPOLE	Florence	AGOSTINO-ETCHETTO	florence.agostino-etchetto @lyonbiopole.com
3 BMJ [Terminated]	-	-	-
4 EIWH	Peggy	MAGUIRE	peg@eurohealth.ie
5 DBT	Jacob S.	NIELSEN	jsn@tekno.dk
6 FFI	Kjersti	BRATTEKAS	Kjersti.Brattekas@ffi.no
7 IPRI	Peter	BOYLE	peter.boyle@i-pri.org
8 ISS	Barbara	De MEI	barbara.demei@iss.it
9 NCIPD	Mira	KOJOUHAROVA	mkojouharova@ncipd.org
10 TIEMS	Harald K.	DRAGER	khdrager@online.no
11 UNIGE [Removed]	-	-	-
12 UMFCD	Mircea I.	POPA	mircea_ioan_popa@yahoo.com
P13 HU	Manfred	GREEN	manfred.s.green@gmail.com
P14 CSSC [Terminated]	-	-	-
P15 ZADIG	Eva	BENELLI	benelli@zadig.it
P16 DMI	Ariel	BERESNIAK	aberesniak@datamining-international.com
SatP17 PROLEPSIS	Athina	LINOU	athina.linou@gmail.com

iii.   *Partner's members*

Partner's members mean actors working in the context of the Project or just simple users of Project Netboard belonging to the Partner institution.

> # Remark 5
> Project Netboard includes protected software, service and design which shall not be copied by users. Any infringement of the copyright or attempt to access the source code or access to the ABSISKEY server other than through the given user name and password will definitely exclude the user from the Project Netboard services.

3.4   Modules of Project Netboard

When accessing Project Netboard you will find 2 useful modules:

i.   The "Grant Negotiation" module:

➢ This module enables the Coordinator to cooperatively fix the technical annex.

➢ This module enables the Coordinator to gather all information from Partners such as respective costs and contribution to the work plan.

➢ This module enables the generation of all forms to be filled by the individual Partners according to the work plan, the financial constraints and the Project time scale.

→ The Project details can be changed by the Coordinator according to the events occurring during the Project lifetime and according to EU regulations.

→ An updated technical annex can be edited at any time.

ii.   The " Management" module permits:

➢ To keep track of the payments from the Commission.

➢ To monitor the payments to the Partners.

➢ To facilitate all bank transfers and adapt payments with justifications provided by the Partners.

➢ To keep Partners on track time-wise on a monthly basis.

➢ To validate individual time sheets of the Project per task basis.

➢ To trace the deliverables according to the Grant Agreement.

➢ To plan the Project meeting dates, agenda and later edit the corresponding minutes and actions to be taken.

➢ To monitor the consortium expenses and efforts consumption.

➢ To prepare and edit different parts of the periodic reports.

➢ To provide feedback on any deviation from the work plan.

→ Archives are automatically updated on a daily basis and will be maintained for five (5) years after the end of the Project.

Remark 6

All Partners have agreed to use the Project Netboard tool to satisfy the requested control duties and to get a permanent visibility of the integrated management techniques.

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4. PROJECT WEB PORTAL and CoP PLATFORM

4.1 Project Web Portal

i. Overview of the Project Web Portal

A web portal has been designed to serve as a key tool of external communication, and help internal communication as well. It is set and maintained by P15 ZADIG in cooperation with other partners who have been invited to participate into a virtual editorial staff with periodic newsroom meetings and :

➢ publish their deliverable and all other outputs (newsletters, …) onto the website, as well as on the CoP;

➢ upload on it any products of local activities (i.e. leaflets, posters, pictures, videos), with a short abstract in English;

➢ report any relevant events in their country that could be of interest for the project.

The web portal follows all the communication guidelines indicated in D7.1 Communication strategy (clarity of language, addressing experts and the general public, transparency, interaction with different parts of society, plenty of pictures, videos, infographs, and so on) and will be completely open access.

ii. Web Portal Administrator

The ASSET Web Portal Administrator and Web Content Editor is **Eva Benelli**. Partners can contact her for any questions or comments at the following address:

Tel.: +39 06 8175644

Email: benelli@zadig.it

> # Remark 7
> Any dysfunction of ASSET Web portal shall be reported to the Web Portal Administrator

iii. Access to the Web Portal

The Web Portal is completely open access
Project Web Site: http://www.asset-scienceinsociety.eu/
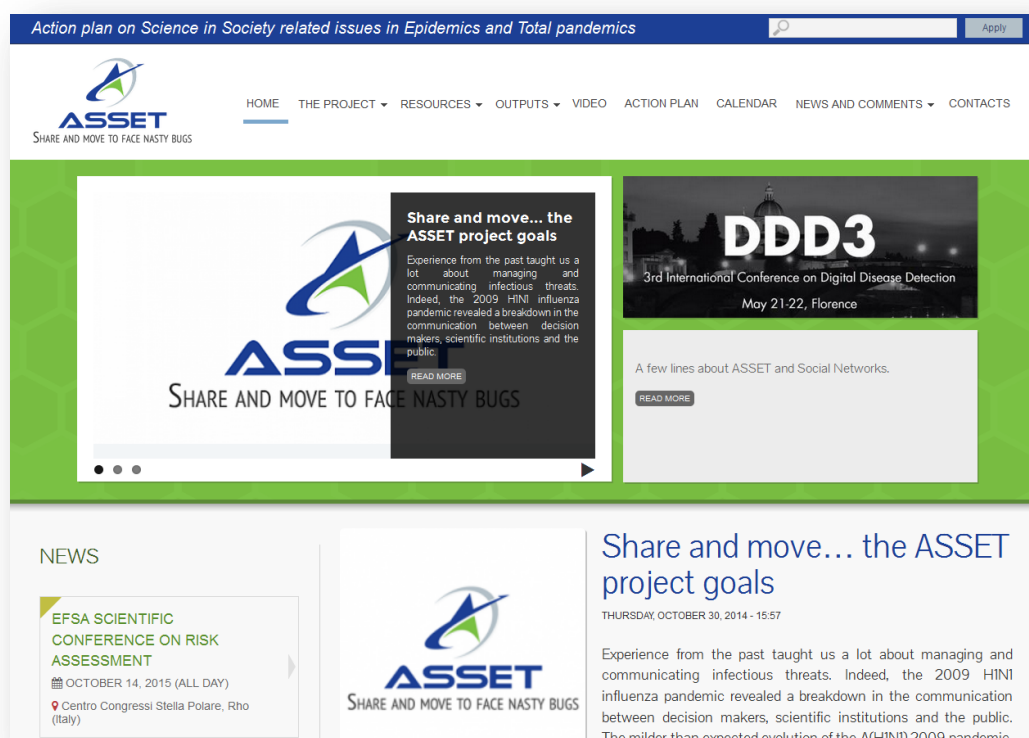
Figure 2: Snapshot of the ASSET web portal

4.2   CoP Platform

iv.   Overview of the CoP platform

A Community of Practice (CoP) platform has been designed to help foster interactions between all actors of the project, encourage transfer of knowledge, develop new ideas, reframing problems, and finding original solutions.

The ASSET CoP platform offers the following tools:

➢ Forums, Courses

➢ Events, Calendars, Glossary

➢ Chat, Survey, Wiki, Common links

➢ Help desk

v.   CoP platform Administrator

The ASSET CoP Administrator is **Eva Appelgren (P08 ISS).** Partners can contact her for any questions or comments at the following addresses:

Tel.: +39 06 4990 4013
Email: eva.appelgren@iss.it

www.asset-scienceinsociety.eu

> # Remark 8
>
> Any dysfunction of ASSET CoP Platform shall be reported to the CoP Administrator.

vi. Access to the CoP platform

The ASSET CoP platform can be accessed directly through the link http://community.asset-scienceinsociety.eu/ as well as the public website at http://www.asset-scienceinsociety.eu

- ➢ Any Project Partner created by the Administrator as a User can consult the CoP and the sections for which he/she will have been granted access. The CoP is not accessible to non-Project Partners unless access rights have been created by the Administrator.

- ➢ Authorized User will have to enter a User Name and a Password which is automatically forwarded by e-mail as the user account is created.
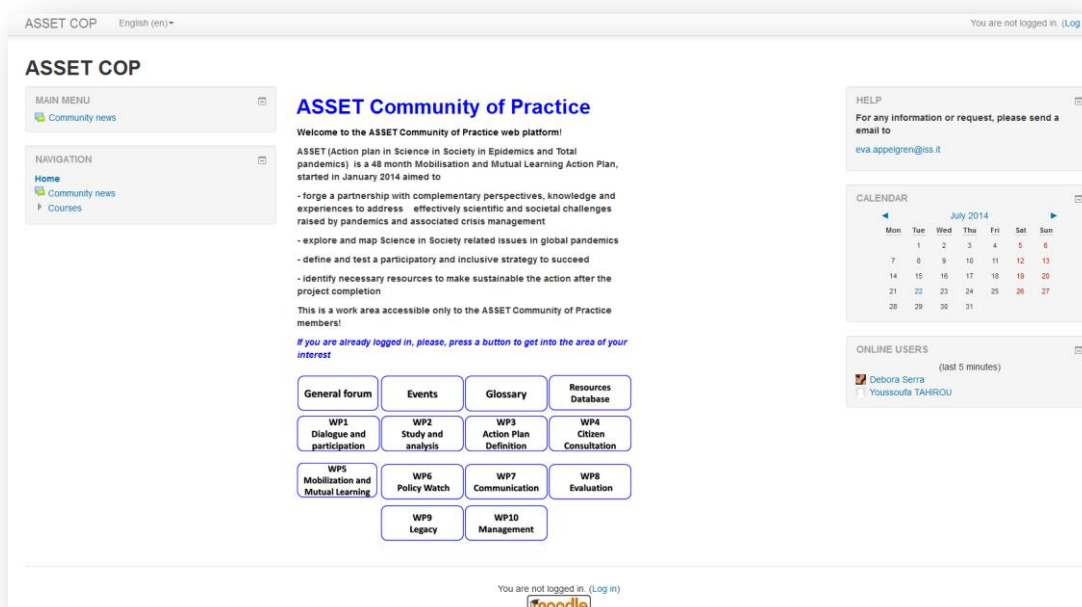
Figure 3: Snapshot of the ASSET CoP platform

5. ACTORS IN THE PROJECT

5.1 Identification

➢ Each actor in the Project shall be identified by name and by labour category (administrative and legal staff, manager, researcher, engineer, technician…) whether such actors are permanent or non-permanent staff members.

5.2 Efforts

➢ Each actor in the Project shall declare the efforts in the Project on a regular twelve (12) month basis or when requested by the Project Coordinator.

➢ Efforts shall be expressed in "productive" time units per person, per task and per Project month. Even though Project Netboard offers 3 possible time units for partner institutions to select from (person*hour, person*day and person*month), the **person*day** time unit is highly recommended.

➢ The "productive" time unit is the real working time actually spent for the Project.

> # Remark 9
> The "productive" time unit does not include any free time such as lunch breaks, resting hours, and holidays or else paid by the research institutes, universities, or other bodies.

5.3 Labour costs

➢ The cost of a "productive" time unit is obtained by dividing the annual salary including direct charges by the number of "productive" time units (usually hours), i.e. real working time during the same year.

➢ The cost of a "productive" time unit shall be updated on a monthly basis whenever possible or at least adjusted by the end of each year once it is known by the institution.

5.4 List of Work packages and their leaders

The Project work packages and the corresponding responsible persons appointed up to now are listed in the following table:

Work Packages	Work package leader	Action
WP1 DIALOGUE & PARTICIPATION **Duration:** from month 1 to 48	P9 NCIPD Mira KOJOUHAROVA mkojouharova@ncipd.org	**T1.1** Kick off Meeting
		T1.2 Capacity Building
		T1.3 Project Infrastructure
		T1.4 Scientific Coordination
WP2 STUDY & ANALYSIS **Duration:** from month 4 to 16	P13 HU Manfred GREEN manfred.s.green@gmail.com	**T2.1** Governance of Pandemics and Epidemics
		T2.2 Reference guide of unsolved scientific questions related to Pandemics and Epidemics
		T2.3 Collection and analysis of experiences of participatory governance in crisis management
		T2.4 Ethics, Law and Fundamental Rights in Pandemics and Epidemics
		T2.5 Gender Issues in Pandemics and Epidemics
		T2.6 Intentionally Caused Outbreaks
		T2.7 Transdisciplinary Workshop
WP3 ACTION PLAN DEFINITION **Duration:** from month 14 to 27	P10 TIEMS Kare Harald DRAGER 'khdrager@online.no	**T3.1** Strategic Plan
		T3.2 Roadmap to Open and Responsible Research and Innovation in Pandemics
		T3.3 Action Plan Handbook
		T3.4 ASSET Tool Box
WP4 CITIZEN CONSULTATION **Duration:** from month 19 to 36	P5 DBT Jacob Skjødt NIELSEN jsn@tekno.dk	**T4.1** Background Production
		T4.2 Citizens Meeting National Preparation
		T4.3 Citizen Meetings and Follow Up
WP5 MOBILITAZION AND MUTUAL LEARNING **Duration:** from month 25 to 48	P8 ISS Barbara DE MEI barbara.demei@iss.it	**T5.1** Social Media Mobilization
		T5.2 Best Practice Platform and Stakeholder Portal
		T5.3 Local Initiatives

Work Packages	Work package leader	Action
WP6 POLICY WATCH Duration: From month 6 to 48	P8 ISS Barbara DE MEI barbara.demei@iss.it	**T6.1** High Level Policy Forum
		T6.2 Pandemic Preparedness and Response Bulletin
WP7 COMMUNICATION Duration: From month 1 to 48	P15 ZADIG Eva BENELLI benelli@zadig.it	**T7.1** Overall Communication Strategy
		T7.2 Brand Creation
		T7.3 Web Portal
		T7.4 Media Office
		T7.5 Science Communication
		T7.6 Summer School on SiS related issues in Pandemics
		T7.7 SiS in Pandemic Best Practice Award for GPs
		T7.8 Liaison with the Comenius Programme
		T7.9 Gender Issue Platform
		T7.10 Research and Innovation Newsletter
		T7.11 Geneva Music & Science Festival
		T7.12 The final publishable summary report
		T7.13 The Final Conference
WP8 EVALUATION Duration: from month 3 to 48	P1 ABSISKEY Olivier DEBARDONNÈCHE o.debardonneche@absiskey.com	**T8.1** Project Monitoring and ongoing evaluation
		T8.2 Ex-post Evaluation
WP9 LEGACY Duration: from month 37 to 48	P15 ZADIG Eva BENELLI benelli@zadig.it	**T9.1** Financial Sustainability and Exploitation Plan
		T9.2 ASSET Brokerage Event

WP10 MANAGEMENT **Duration:** from month 1 to 48	P1 ABSISKEY Olivier DEBARDONNÈCHE o.debardonneche@absiskey.com	**T10.1** Management initiation		
		T10.2 Management Cruise Mode		
		T10.3 Project Termination		

5.3 List of Project tasks and their leaders

The Project Tasks, with their corresponding duration and partner responsible are listed in the following table:

Tasks	Title	Partner responsible	Starting month	Ending month	Leader Name
T01.01	Kick off Meeting (KOM)	P8 ISS	1	1	Barbara DE MEI barbara.demei@iss.it
T01.02	Capacity Building	P9 NCIPD	2	6	Mira KOJOUHAROVA mkojouharova@ncipd.org
T01.03	Project Infrastructure	P15 ZADIG	2	48	Eva BENELLI benelli@zadig.it
T01.04	Scientific Coordination	P8 ISS	1	48	Alberto PERRA alberto.perra@iss.it
T02.01	Governance of Pandemics and Epidemics	P13 HU	7	14	Manfred GREEN manfred.s.green@gmail.com
T02.02	Reference guide of unsolved scientific questions related to Pandemics and Epidemics	P2 LYON	7	15	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
T02.03	Collection and analysis of experiences of participatory governance in crisis management	P10 TIEMS	7	14	Kare Harald DRAGER khdrager@online.no

Tasks	Title	Partner responsible	Starting month	Ending month	Leader Name
T02.04	Ethics, Law and Fundamental Rights in Pandemics and Epidemics	P15 ZADIG	7	15	Eva BENELLI benelli@zadig.it
T02.05	Gender Issues in Pandemics and Epidemics	P4 EIWH	7	14	Peggy MAGUIRE peg@eurohealth.ie
T02.06	Intentionally Caused Outbreaks	P6 FFI	7	14	Kjersti BRATTEKAS Kjersti.Brattekas@ffi.no
T02.07	Transdisciplinary Workshop	P16 DMI	12	16	Ariel BERESNIAK aberesniak@datamining-international.com
T03.01	Strategic Plan	P8 ISS	13	21	Barbara DE MEI barbara.demei@iss.it
T03.02	Roadmap to Open and Responsible Research and Innovation in Pandemics	P2 LYON	13	21	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
T03.03	Action Plan Handbook	P15 ZADIG	19	24	Eva BENELLI benelli@zadig.it
T03.04	ASSET Tool Box	P10 TIEMS	22	27	Kare Harald DRAGER khdrager@online.no
T04.01	Background Production	P5 DBT	19	30	Jacob Skjødt NIELSEN jsn@tekno.dk
T04.02	Citizens Meeting National Preparation	P5 DBT	25	33	Jacob Skjødt NIELSEN jsn@tekno.dk
T04.03	Citizen Meetings and Follow Up	P5 DBT	30	36	Jacob Skjødt NIELSEN jsn@tekno.dk

Tasks	Title	Partner responsible	Starting month	Ending month	Leader Name
T05.01	Social Media Mobilization	P15 ZADIG	25	48	Eva BENELLI benelli@zadig.it
T05.02	Best Practice Platform and Stakeholder Portal	P7 IPRI	25	48	Peter BOYLE peter.boyle@i-pri.org
T05.03	Local Initiatives	P8 ISS	25	45	Barbara DE MEI barbara.demei@iss.it
T06.01	High Level Policy Forum	P10 TIEMS	6	48	Kare Harald DRAGER khdrager@online.no
T06.02	Pandemic Preparedness and Response Bulletin	P8 ISS	6	48	Barbara DE MEI barbara.demei@iss.it
T07.01	Overall Communication Strategy	P15 ZADIG	1	6	Eva BENELLI benelli@zadig.it
T07.02	Brand Creation	P15 ZADIG	1	6	Eva BENELLI benelli@zadig.it
T07.03	Web Portal	P15 ZADIG	1	48	EVA BENELLI benelli@zadig.it
T07.04	Media Office	P15 ZADIG	1	48	Eva BENELLI benelli@zadig.it
T07.05	Science Communication	P17 PROLEPSIS	12	48	Athina LINOU athina.linou@gmail.com
T07.06	Summer School on SiS related issues in Pandemics	P8 ISS	12	48	Barbara DE MEI barbara.demei@iss.it
T07.07	SiS in Pandemic Best Practice Award for GPs	P17 PROLEPSIS	12	48	Athina LINOU athina.linou@gmail.com

Tasks	Title	Partner responsible	Starting month	Ending month	Leader Name
T07.08	Liaison with the Comenius Programme	P4 EIWH	12	48	Peggy MAGUIRE peg@eurohealth.ie
T07.09	Gender Issue Platform	P4 EIWH	12	48	Peggy MAGUIRE peg@eurohealth.ie
T07.10	Research and Innovation Newsletter	P02 LYON	12	48	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
T07.11	Geneva Music & Science Festival	P16 DMI	25	36	Ariel BERESNIAK aberesniak@datamining-international.com
T07.12	The final publishable summary report	P15 ZADIG	45	48	Eva BENELLI benelli@zadig.it
T07.13	The Final Conference	P8 ISS	46	46	Barbara DE MEI barbara.demei@iss.it
T08.01	Project Monitoring and ongoing evaluation	P15 ZADIG	4	48	Eva BENELLI benelli@zadig.it
T08.02	Ex-post Evaluation	P1 ABSISKEY	5	48	Olivier DEBARDONNÈCHE o.debardonneche@absiskey.com
T09.01	Financial Sustainability and Exploitation Plan	P1 ABSISKEY	37	48	Olivier DEBARDONNÈCHE 0.debardonneche@absiskey.com
T09.02	ASSET Brokerage Event	P15 ZADIG	46	46	Eva BENELLI benelli@zadig.it

T10.01	Management initiation	P1 ABSISKEY	1	7	Olivier DEBARDONNÈCHE 0.debardonneche@absiskey.com
T10.02	Management Cruise Mode	P1 ABSISKEY	4	45	
T10.03	Project Termination	P1 ABSISKEY	46	48	

5.3   List of Milestones

The Milestones, with their corresponding duration and partner responsible are listed in the following table:

Milestone number	Milestone name	WP number	Lead beneficiary number	Delivery date from Annex I
MS1	Glossary	WP01	P9	11
MS2	Transdisciplinary Workshop	WP02	P11	13
MS3	Action Plan Handbook	WP03	P15	24
MS4	Starting the public consultation	WP04	P5	29
MS5	Closing the public consultation	WP04	P5	36
MS6	Launching of the Best Practice Platform	WP05	P7	32
MS7	High Level Policy Forum established	WP06	P10	10
MS8	Final Publishable Summary	WP07	P15	48
MS9	Performance and Effectiveness indicators	WP08	P1	12
MS10	Financial Sustainability Plan	WP09	P1	48

6.   PROJECT PERIODIC REPORT

6.1   Periodic Reporting duties

The consortium has to submit several reports during the Project:

i.   **A Periodic Activity and Management Report** in the 60 days after the end of each reporting Periods (M18, M36, M48)

ii.   A **Final Report** in the 60 days of the end of the Project.

All project reports required by the European Commission will be automatically generated through the management tool used in the project Project Netboard, on the condition that all consortium members provide the required activity and financial information in time.

> **# Remark 10**
>
> It is very important to submit each Report in due time (in the 60 days after the end of the period). The consequences of noncompliance with this deadline can delay payments by the Commission and can even, in the worst case, lead to termination of the contract and recovery of the funds.

After the submission of a Report, the European Commission has 105 days to study and validate it. If the Commission has any questions during this period, the delay is suspended and re-starts once answers are provided.

> **# Remark 11**
>
> The Project Coordinator is in charge of collecting the information required to prepare the project periodic reports.

6.2   The content of a project periodic report

A project periodic report comprises:

➢ An overview, including a publishable summary, of the progress of work towards the objectives of the project, including achievements and completion of any milestones and deliverables identified in Annex I. This report should include the differences between the work expected to be carried out in accordance with Annex I and work that has actually been carried out.

➢ An explanation of the use of the resources.

➢ A Financial Statement (Form C – Annex VI of the Grant Agreement) from each beneficiary and each third party together with a summary financial report consolidating the claimed Community contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary. Financial statements should be accompanied by certificates, when this is appropriate (see Article II.4. of Annex II of the Grant Agreement).

The Periodic Activity and Management Report contain eight parts:

1. **Publishable summary**: should not exceed four pages and shall include a short description of the progress of the Project, the main results achieved, the impact and use. It shall include also some illustrations

promoting the work and the address of the Project website. The goal of this part is to clearly present the work and must be easily understood by the public because the Commission will publish it.

2. **Project objectives for the Period**: usually about one to two pages, this part is an overview of the project objectives and a summary of the Commission's recommendations if any, for following reports.

3. **Work progress and achievements**: Partners should provide for each work package a summary of progress towards objectives and tasks, a clear presentation of the significant results, all modification of the work plan and the reason for deviation or failing if any.

4. **Deliverables and milestones**: They have to be presented in a specific table for each, to be assessed against the specific criteria and to be transmitted to the Commission through the Coordinator by electronic means at the date foreseen in Annex I.

5. **Project management**: should include the consortium management tasks and achievements, any problems and any changes in the consortium for example, the detailed list of project meetings and the use of foreground and dissemination activities.

6. **Explanation of the use of the resources**: Partners shall provide an explanation of all costs incurred by each beneficiary. These costs will be listed in the same following table, by work package, with a description and explanation for each item.

7. **Financial statement** (Form C) and summary financial report: Each Partner has to complete and sign a Form C and also to complete a summary financial report (costs declared for each beneficiary per activity types).

8. **List of certificates for the period**: for Partners concerned only.

Certificates in FP7:

➢ **Certificates on Financial Statements (CFS)**
(**Mandatory:** *whenever the amount of the EU contribution per partner ≥ 375,000 EUR*)
In principle, only two Partners are concerned: **P5 DBT, P8 ISS** and **P15 ZADIG**.

➢ **Certificate on the Methodology for Personnel and Overheads:**
(**Optional**: *addressed to a limited number of recurring beneficiaries fulfilling the eligibility criteria set by the Commission*)
   a. Calculation of the personnel and indirect costs
   b. No need to provide CFS (for claims of interim payments), if EC Contribution > 375 k€, CFS only at the end of the project
   c. Valid for the whole FP7 duration

➢ **Certificate on average personnel costs:**
(**Optional**: *for any partner intending to charge average personnel calculations*)
   a. Methodology on the calculation of the average personnel costs
   b. Allowed to declare average personnel costs
   c. Valid for the whole FP7 duration

The Certificate on the Methodology for Personnel and Overheads and the Certificate on average personnel costs are optional. When the Certificate on the Methodology for personnel and Overheads is accepted by the Commission, the requirement to provide an intermediate Certificate on the Financial Statements for claims of interim payments shall be waived.

Procedure to submit such certificates:
http://cordis.europa.eu/audit-certification/home_en.html

7.   DELIVERY PROCEDURE

7.1   List of deliverables

The due deliverables are listed in the following table. Dissemination level is represented by a code explained below:

Dissemination level*****
1. **PU** = Public
2. **PP** = Restricted to other programme participants (including the Commission Services).
3. **RE** = Restricted to a group specified by the consortium (including the Commission Services).
4. **CO** = Confidential, only for members of the consortium (including the Commission Services).

Nature******
1. **R** = Report
2. **P** = Prototype
3. **D** = Demonstrator
4. **O** = Other

Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D01.01	KOM Report	WP01	P8	R	PU	6	Barbara DE MEI barbara.demei@iss.it
D01.02	Glossary and Terminology	WP01	P9	R	PU	11	Mira KOJOUHAROVA Mkojouharova @ncipd.org
D01.03	Project Infrastructure Report 1	WP01	P15	R	PU	18	Eva BENELLI benelli@zadig.it
D01.04	Project Infrastructure Report 2	WP01	P15	R	PU	36	Eva BENELLI benelli@zadig.it

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Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D01.05	Project Infrastructure Report 3	WP01	P15	R	PU	48	Eva BENELLI benelli@zadig.it
D01.06	Scientific Coordination Report 1	WP01	P8	R	PU	18	Alberto PERRA alberto.perra@iss.it
D01.07	Scientific Coordination Report 2	WP01	P8	R	PU	36	Alberto PERRA alberto.perra@iss.it
D01.08	Scientific Coordination Report 3	WP1	P8	R	PU	48	Alberto PERRA alberto.perra@iss.it
D02.01	Governance Report	WP02	P13	R	PU	14	Manfred GREEN manfred.s.green @gmail.com
D02.02	Reference Guide on Scientific Questions	WP02	P2	R	PU	15	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
D02.03	Crisis Participatory Governance Report	WP02	P10	R	PU	14	Kare Harald DRAGER khdrager@online.no
D02.04	Ethics, Law and Fundamental Rights Report	WP02	P15	R	PU	15	Eva BENELLI benelli@zadig.it
D02.05	Report on Gender Issues	WP02	P4	R	PU	14	Peggy MAGUIRE peg@eurohealth.ie
D02.06	Report on Intentionally Caused Outbreaks	WP02	P6	R	PU	14	Kjersti BRATTEKAS Kjersti.Brattekas @ffi.no

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Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D02.07	Transdisciplinary Workshop Report	WP02	P16	R	PU	15	Ariel BERESNIAK aberesniak@datamining-international.com
D03.01	Strategic Plan	WP03	P8	R	PU	21	Barbara DE MEI barbara.demei@iss.it
D03.02	Roadmap to Open and Responsible Research and Innovation in Pandemics	WP03	P2	R	PU	21	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
D03.03	Action Plan Handbook	WP03	P15	R	PU	24	Eva BENELLI benelli@zadig.it
D03.04	ASSET Tool Box	WP03	P10	O	PU	27	Kare Harald DRAGER khdrager@online.no
D04.01	Citizens Meeting Preparatory Materials	WP04	P5	O	PU	30	Jacob Skjødt NIELSEN jsn@tekno.dk
D04.02	Citizens Meeting National Materials	WP04	P5	O	PU	32	Jacob Skjødt NIELSEN jsn@tekno.dk
D04.03	Policy Report on Pandemic Consultation & Public trans-national synthesis report	WP04	P5	R	PU	36	Jacob Skjødt NIELSEN jsn@tekno.dk
D05.01	Social Media Mobilization Report	WP05	P15	R	PU	48	Eva BENELLI benelli@zadig.it
D05.02	Best Practice Platform and Stakeholder Portal Report	WP05	P7	R	PU	48	Peter BOYLE peter.boyle@i-pri.org

www.asset-scienceinsociety.eu

Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D05.03	Local Initiative Report	WP05	P8	R	PU	48	Barbara DE MEI barbara.demei@iss.it
D06.01	High Level Policy Forum Report 1	WP06	P10	R	PU	18	Kare Harald DRAGER khdrager@online.no
D06.02	High Level Policy Forum Report 2	WP06	P10	R	PU	36	Kare Harald DRAGER khdrager@online.no
D06.03	High Level Policy Forum Report 3	WP06	P10	R	PU	48	Kare Harald DRAGER khdrager@online.no
D06.04	Pandemic Preparedness and Response Bulletin Report 1	WP06	P8	R	PU	18	Barbara DE MEI barbara.demei@iss.it
D06.05	Pandemic Preparedness and Response Bulletin Report 2	WP06	P8	R	PU	36	Barbara DE MEI barbara.demei@iss.it
D06.06	Pandemic Preparedness and Response Bulletin Report 3	WP06	P8	R	PU	48	Barbara DE MEI barbara.demei@iss.it
D07.01	Communication Strategy	WP07	P15	R	PU	6	Eva BENELLI benelli@zadig.it
D07.02	Project Brand	WP07	P15	O	PU	6	Eva BENELLI benelli@zadig.it
D07.03	Web Portal Report 1	WP07	P15	R	PU	24	Eva BENELLI benelli@zadig.it
D07.04	Web Portal Report 2	WP07	P15	R	PU	18	Eva BENELLI benelli@zadig.it
D07.05	Media Report 1	WP07	P15	R	PU	24	Eva BENELLI benelli@zadig.it

Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D07.06	Media Report 2	WP07	P15	R	PU	48	Eva BENELLI benelli@zadig.it
D07.07	Science Communication Report 1	WP07	P17	R	PU	24	Athina LINOU athina.linou @gmail.com
D07.08	Science Communication Report 2	WP07	P17	R	PU	48	Athina LINOU athina.linou @gmail.com
D07.09	Summer School Report 1	WP07	P8	R	PU	24	Barbara DE MEI barbara.demei@iss.it
D07.10	Summer School Report 2	WP07	P8	R	PU	48	Barbara DE MEI barbara.demei@iss.it
D07.11	GP Award Report	WP07	P17	R	PU	48	Athina LINOU athina.linou @gmail.com
D07.12	Liaison with the Comenius Programme Report	WP07	P4	R	PU	48	Peggy MAGUIRE peg@eurohealth.ie
D07.13	Gender Issue Platform Report	WP07	P4	R	PU	48	Peggy MAGUIRE peg@eurohealth.ie
D07.14	Research and Innovation Newsletter Report	WP07	P2	R	PU	48	Florence AGOSTINO-ETCHETTO florence.agostino-etchetto@lyonbiopole.com
D07.15	Geneva Music & Science Festival Report	WP07	P16	R	PU	36	Ariel BERESNIAK aberesniak@datamining-international.com

Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D07.16	Final Publishable Summary Report	WP07	P15	R	PU	48	Eva BENELLI benelli@zadig.it
D07.17	Final Conference Report	WP07	P8	R	PU	48	Barbara DE MEI barbara.demei@iss.it
D08.01	Project Quality Report 1	WP08	P15	R	PU	18	Eva BENELLI benelli@zadig.it
D08.02	Project Quality Report 2	WP08	P15	R	PU	36	Eva BENELLI benelli@zadig.it
D08.03	Project Quality Report 3	WP08	P15	R	PU	48	Eva BENELLI benelli@zadig.it
D08.04	Ex Post Evaluation Report 1	WP08	P1	R	PU	18	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com
D08.05	Ex Post Evaluation Report 2	WP08	P1	R	PU	36	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com
D08.06	Ex Post Evaluation Report 3	WP08	P1	R	PU	48	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com
D09.01	Financial Sustainability Plan	WP09	P1	R	PU	48	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com
D09.02	Brokerage Event Report	WP09	P15	R	PU	48	Eva BENELLI benelli@zadig.it

Deliverable Number	Deliverable Title	WP number	Partner code	Nature** of deliverable	Dissemination level*	Delivery date (project month)	Appointed author
D10.01	Project Handbook	WP10	P1	R		6	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com
D10.02	Technical and Administrative	WP10	P1	R		48	Olivier DEBARDONNÈCHE o.debardonneche @absiskey.com

7.2 Quality control (QC)

QC aims to determine the quality of the work and the deliverables submitted to the EC. QC requires that the specific rules and reference standards are fully applied by the appointed authors in accordance with Quality Assurance instructions. The Quality Assurance Plan including associated templates, drafted by Donato Greco (P15 ZADIG) is provided in Annex 4.

7.3 Document Layout and Format

DELIVERABLES SHALL CONSIST OF THREE MAIN PARTS:

➢ PART 1 is a set of STANDARD FRONT PAGES that has been designed for the Project

➢ PART 2 is the EXECUTIVE SUMMARY of a maximum of two pages of text only presenting an adequate overview description and conclusions or results of the work but does not disseminate any confidential details.

➢ PART 3 is a FULL DESCRIPTION OF THE DELIVERABLE CONTENTS.

A cover template for deliverables is provided in Annex 2.

IN ORDER TO EASE THE PREPARATION OF THE ELECTRONIC VERSION OF THE DELIVERABLES, APPOINTED AUTHORS SHALL ENSURE THAT:

➢ Each page of the Deliverable includes a designed header and footer and be numbered sequentially, starting from the first standard front page.

➢ Lato is the font to be used for Deliverables. If it is not available on the editor's word processor, the font closest in appearance to Lato that the editor has access to shall be used.

➢

➢ The following software tools for generating and disseminating documents within the Project community must be used exclusive to any other:

Document Format	PC or MAC
doc document	MS Word 97 or later version
pdf document	Adobe-Acrobat 4 or later version
Spreadsheet	MS Excel 97 or later version
Slides	MS PowerPoint 97 or later version
Compression	Zip, Winrar or other

Table 1 - Software tools for document sharing

Both tables and figures shall be embedded in the text and not be linked objects.

A new set of tools can be adopted only when almost all the Project actors who need it actually have it.

FOR MORE HELP AND HINTS ABOUT DELIVERABLES LAYOUT AND HOW TO PRODUCE IT, A STANDARD MODEL DOCUMENT IS ATTACHED AS AN ANNEX.

7.4 Language

THE OFFICIAL LANGUAGE OF THE "ASSET" PROJECT IS ENGLISH. THE EC ASKS THE PROJECT TO PROVIDE ALL DELIVERABLES AND REPORTS IN ENGLISH.

7.5 Submission instructions

THE SUBMISSION OF SCIENTIFIC DELIVERABLES SHALL BE ACCORDING TO THE FOLLOWING INSTRUCTIONS:

➢ *Step 1 : Appointed Author ---> WPL & Quality Manager:*
3 weeks before due date: The scientific deliverables (draft and final versions) shall be sent directly by the appointed Author to the WP leader & Quality Manager who will manage the review and verify compliance with the quality assurance procedure.
Following the review, the deliverable can be :
- i) approved,
- ii) approved with minor changes and sent back to the Author for implementing changes, or
- iii) rejected with recommendations.

➢ *Step 2. Appointed Author ---> Scientific Coordinator:*

1 week before due date: Once approved, the final version of the deliverable shall be sent by the appointed author to the Scientific Coordinator for final approval.

➢ *Step 3. Scientific Coordinator ---> Administrative Coordinator ---> EC Project Officer*
2 days before due date: Once validated by the Scientific Coordinator, the deliverables are sent by the Administrative Coordinator to the Project Officer appointed by the EC via email and uploaded in the "ASSET website as a pdf format file.

➢ *Step 4. Administrative Coordinator --> Deliverable Appointed Author ---> Quality Manager*
On the due date: Once submitted on the Commission's platform, the Administrative Coordinator :

- confirms to the Deliverable appointed Author he can submit it on the CoP as final deliverable, and

- Requests to the Deliverable Appointed Author that he completes the Quality Self-assessment checklist (Quality Assurance Form 2) and submit it to the Quality manager.

ANY DIFFICULTY IN PREPARING AND SUBMITTING A DELIVERABLE WITHIN THE FORESEEN DEADLINE SHALL BE IMMEDIATELY REPORTED TO THE PROJECT COORDINATOR BY THE APPOINTED AUTHORS.

7.6   File Name System

ALL DELIVERABLES (TEXT, SLIDES, SPREADSHEETS, ETC) SHALL HAVE AN IDENTIFICATION REFERENCE THAT MUST BE CONSTRUCTED AS FOLLOWS:

ASSET-PC-SN-XN.N'_YYYYMMMDD_Vn

Where:

PC = Partner Code such as P1, P2, P3… (E.g. P4 is Partner Code of EIWH);

SN = Partner Institution short name (E.g. EIWH = Short Name for EUROPEAN INSTITUTE OF WOMEN'S HEALTH LIMITED);

X = Document purpose such as D for deliverable;

N = Work package number (E.g. "2" stands for work package 2);

N' = Indicates the deliverable number (E.g. "1" indicates the first deliverable planned under the WP).

Note : XN.N' CAN BE REPLACED BY AN EXPLICIT NAME WHEN THE DOCUMENT IS NOT A DELIVERABLE LISTED INTO THE TECHNICAL ANNEX

YYYYMMMDD = Date of issue of the version (E.g. "2014NOV23 stands for November 23rd 2014);

Vn = Version number such as V1 for example. When the document has been approved by the Project Coordinator and Scientific Coordinator, it shall bear the mention Vf for final.

Example of the identification reference for the deliverable "KOM Report":

ASSET-P8-ISS_D1.1_2014JUNE30

Note : XNN.N'N' CAN BE REPLACED BY AN EXPLICIT NAME WHEN THE DOCUMENT IS NOT A DELIVERABLE LISTED INTO THE TECHNICAL ANNEX.

7.6 Quality Control Tools

In the framework of the ASSET Project, the QC tools are embedded into the Quality Assurance Plan.

As a result of QC on Deliverables, appropriate actions may include:

➢ <u>Approval</u> = The Deliverable complies fully with the rules and reference standards listed in the Project Quality Assurance Plan.

➢ <u>Approval with Adjustment required</u> = The Deliverable is not fully compliant with ALL the rules and reference standards listed in the Quality Assurance Plan. Some improvements are required by the Quality Manager to make it fully compliant.

➢ <u>Rejection</u> = The Deliverable is not compliant at all with the rules and reference standards listed in the Quality Assurance Plan and/or the subject is not addressed to the satisfaction of the Project Quality manger. Significant reworking of the Deliverable is required.

8. PERIODIC FINANCIAL STATEMENTS

8.1 Financial Statements

Financial Statements have to be forwarded to the Commission within the 60 days following the end of the reporting periods which are:

a. First Reporting period from month 1 to 18
b. Second Reporting period from month 18 to 36
c. Third Reporting period from month 36 to 48

For each Reporting Period, the Financial Statements are comprised of:

➢ The Form C (Annex VI of the Grant Agreement) available in electronic format in Project Netboard.

➢ A summary financial report consolidating the claimed Community contribution of all the beneficiaries (and third parties) in an aggregate form, based on the information provided in Form C by each beneficiary and the certificate on the financial statement or the certificate on the methodology (if required or requested).

Filling, signing and forwarding the Form C complies with the following procedure:

1. Each twelve (12) month or whenever asked by the Project Coordinator the labour time spent on the Project tasks is declared in the corresponding time sheets by each actor of each Project Partner (and its third parties if any) using Project Netboard.
2. The hourly/daily cost is the last cost known in the Project Netboard management system for the actor concerned unless such cost is updated by the Project Partner's financial office to match exactly the actual accounting figures according to the obligations set out in the Grant Agreement.
3. The expenses incurred by each Project Partner (and its third parties if any) are declared in each managerial cost category using Project Netboard. Whenever needed, a note can be written in the description of the expense in order to identify from which section of the Project Partner's accounting system such expense is recorded.

4. During the two weeks which follow the end of the reporting period, the Project Partner (Partner's Responsible and his/her accounting department) must carefully check the Expenses, Labour Time and Labour costs declared for the period and make any required modifications.

5. The Financial Statements can thus be set to "completed" by entering the name of the signatory i.e. the Person Authorized to sign the Financial Statement.

6. During the third week which follows the end of the reporting period, the Project Coordinator has to carefully check the figures of the "completed" Financial Statement and make any request for clarification before turning the Project Partner's Financial Statement to "Accepted".

7. Once "Accepted", no change can be made to the Financial Statement nor to the Time Sheets nor to the declared expenses that have been incurred into such Financial Statements unless the Project Partner formally asks for it.

8. The Financial Statement Form C can then be signed by the Person Authorized to sign the Financial Statement and submitted for certification by an independent auditor whenever a certificate on the financial statement is needed.

9. The signed Form C must then be sent, together with (when applicable) the certificate on the financial statement, to the Project Coordinator no later than six weeks after the end of the reporting period in order to manage the time necessary for the Project Coordinator to prepare the overall management and financial reports due for the reporting period.

The time sheets and the declared expenses of each Project Partner are used by the Project Coordinator to prepare the summary financial report. Since all detailed financial figures must be processed and presented in aggregate form through a variety of documented tables to be delivered to the Commission in due time, the Financial Statements which are not "completed" by a Project Partner and/or not "accepted" by the Project Coordinator by the end of the **six weeks** which follow the end of the reporting period CANNOT BE TAKEN INTO CONSIDERATION. As a consequence, the Project Partner concerned will not be entitled to receive any share of the following pre-financing by the Commission while remaining responsible for doing the work planned according to the revised workplan. No further payment can be done until the next reporting period, provided the due Financial Statement of the first reporting period was issued in the meantime and the second Financial Statement for the second reporting period was delivered according to the above specified deadlines.

8.2   Pre-financing of the institutions

Taking into account the financial rules of the Commission, the distribution of the community's contribution will be done in order to ensure compliance with those rules and the best financial security for the whole consortium, and according to Section 5 Financial Provisions to the Parties of the "ASSET" Consortium Agreement.

9.   PROJECT TERMINATION

The Project termination period will mainly consist in finalizing all management duties in compliance with the Grant Agreement.

9.1 Resources Management Termination

The Partners will have **six weeks** after the official end of the Project to finalize the consolidated financial statements, i.e. providing the Project Coordinator with the latest detailed financial statement and Form C including the latest necessary adjustments and if necessary the Certificates on the Financial Statements.

From these documents, where all figures in the signed forms must match exactly the corresponding figures in the Project management tool (Project Netboard), the Coordinator shall calculate the pro-rata of the remaining payments to – or reimbursement from – the Partners.

The aggregated final financial report shall meet the approval of the Project Coordinator and the Project decision bodies, and implement the requirements formulated during the audit of the costs (if any). It will require that a "clearance certificate" (i.e. a "quitus" or clearance certificate) to the Project Coordinator is given for good accounting from the Partners.

Finally all documents supporting the final consolidated financial report shall be archived for the required number of years.

9.2 Termination of the legal issues

The Partners will have **four weeks** after the official end of the Project to close the management system after archiving their respective content in both paper and electronic formats in addition to the overall archiving performed by the Coordinator.
It will be the duty of the Project Coordinator to acknowledge the termination of the Grant Agreement and the Consortium Agreement while emphasising the Partners' remaining rights and obligations, and identifying to the Coordinator, the Project decision bodies and the management office, liabilities that are waived or remain after the closing date of the Project.

The forms and model documents to terminate the Project and deliver the final reports will be distributed in due time to all Partners concerned.

10. ANNEXES

ANNEX 1: Legal documents of the European Commission

ANNEX 2: Deliverables cover template

ANNEX 3: Project Netboard User Guide

ANNEX 4: Quality Assurance Plan and associated templates