



ECOBREED

Kick-off Meeting

27-28 June 2018

Ljubljana, Slovenia

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Project Officer

Rodica MORARIU
Financial Officer

REA.B.2 - Sustainable Resources for Food
Security & Growth

Outline

- Research Executive Agency (REA) & Horizon 2020
- Grant Agreement (GA)
- Project life-cycle
- Finance & audits
- Dissemination, communication and exploitation
- Ethics



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REA & Horizon 2020

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Key facts

Key facts on REA



Launched in 2009



Executive Agency

- Proximity to clients
- Efficiency
- Impact
- Speed



Support

- Horizon 2020 and other programmes
- Evaluation logistics, payments and participant checks for other programmes
- Horizon 2020 helpdesk



Increased budget share

- 12% in FP7
- 18% in Horizon 2020 (responsible for €17.4 bn)



Clients

- Applicants
- Beneficiaries
- Experts
- European Commission



581 staff

April 2015
764 expected
by 2020

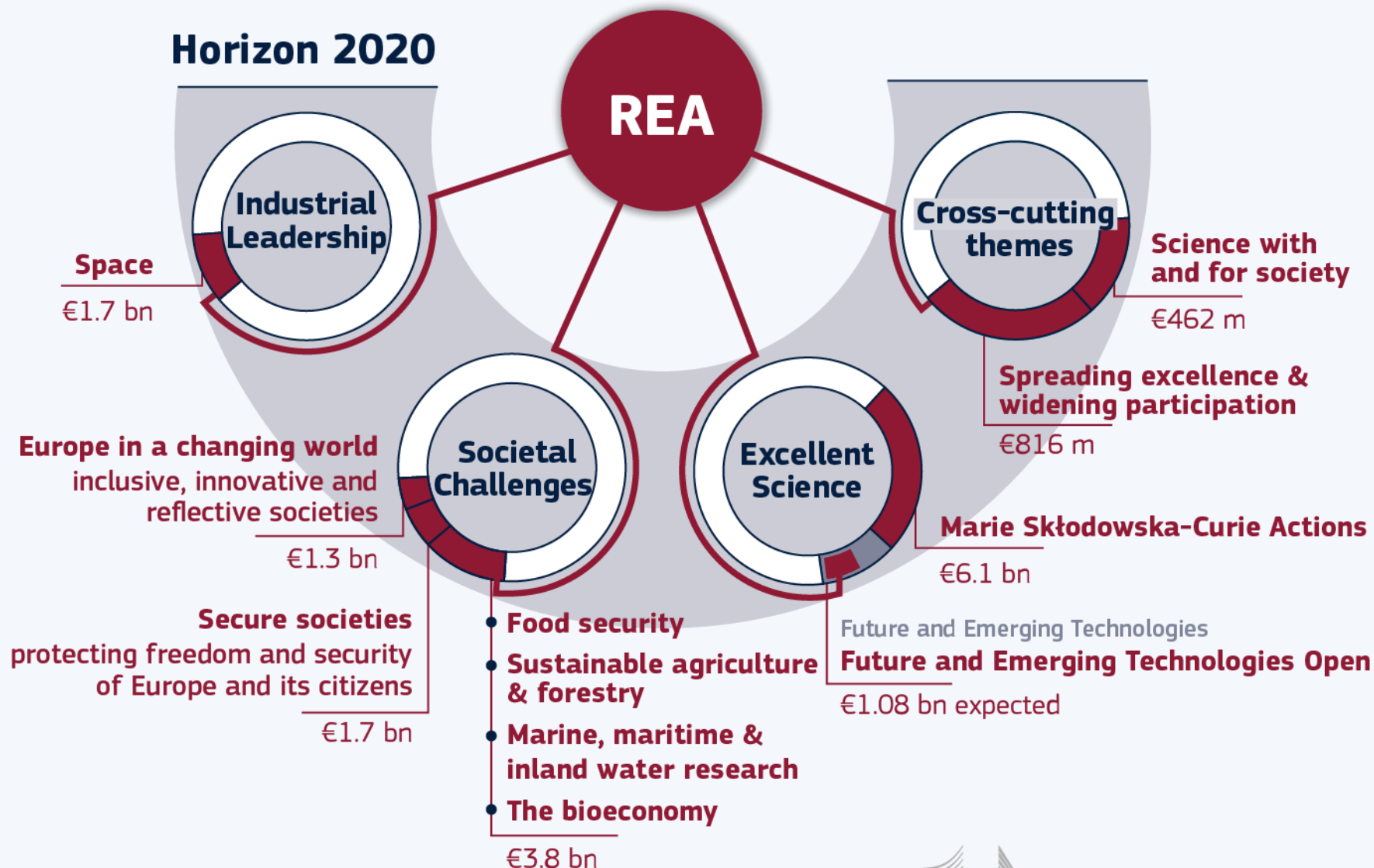


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REA's responsibilities in Horizon 2020

2014-2020



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Unit REA-B2 and H2020

REA.B.2 unit '*Sustainable Resources for Food Security & Growth*' is in charge of implementing H2020 by:

- Coordinating evaluations of submitted proposals
- Preparing Grant Agreements for projects delegated to REA
- Monitoring project implementation and dealing with contractual issues
- Checking on the use of resources and making payments
- Implementing audit results
- Reporting on project management and results to Parent DGs (RTD and AGRI)



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Grant Agreement

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ECOBREED in the H2020 context

- **H2020-SFS-07-2016-2017 : Organic breeding – Increasing the competitiveness of the organic breeding and farming sectors (€12 million)**

15 proposals submitted (first-stage)

7 proposals invited to the second stage

2 selected for funding: **ECOBREED and BRESOV**

**Requirement to cooperate: LIVESEED- BRESOV-
ECOBREED**

Grant Agreement (GA)

Contract between REA (rep. by Head of Unit) and consortium (rep by Coordinator, "KIS") and other beneficiaries, if they sign their 'Accession Form'

REA will monitor the GA implementation

Consortium Agreement (CA)

Contract between beneficiaries (NOT REA)

Internal rules and relationships (IPR, etc.)

All provisions in the CA conform with the GA

Obligatory, to be signed before GA signature

REA will NOT monitor the CA implementation

GA – composition

- Terms and Conditions
- 6 Annexes
 1. Description of the Action (**DoA**, Annex I)
 2. Estimated budget for the action (Annex II)
 3. Accession Forms
 4. Model for the financial statements
 5. Model for the certificate on the financial statements
 6. Model for the certificate on the methodology

Grant Agreement (GA)

The answer to most questions is in your grant agreement

- **Art. 3:** The duration of the action will be **60 months** as of **1 May 2018** ('starting date of the action')
- **Art. 5.1: Maximum grant amount** is **EUR 5,759,458.50**
Pre-financing payment: **EUR 2,303,783.40**
- **Art. 20.2: Reporting periods: 4**
RP1(1-18)+RP2(19-36)+RP3(37-48)+RP4(49-60)
- **Art. 41, 41.1 and 41.2 : Roles and responsibilities**
- **GA Annexes 1 to 6**

EC/REA Key Actors

- REA Project Officer (PO):
Ivica KARAS ivica.karas@ec.europa.eu
- REA Administrative/Financial Officer (AFO):
Rodica MORARIU rodica.morariu@ec.europa.eu
- DG AGRI Policy Officer:
Annette Schneegans
Annette.SCHNEEGANS@ec.europa.eu

Amendment of Grant Agreement

Basic Condition:

“The GA may be amended, unless the amendment entails changes to the GA which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.” (*)

Who can request GA amendment

Consortium (Coordinator or Partners) or REA

What can be amended:

GA Terms & conditions - only specific data and options, Annex 1 (DoA) and Annex 2 (budget) - in certain cases

→ Consult REA Project Officer in advance
(i.e. before officially launching the GA amendment)



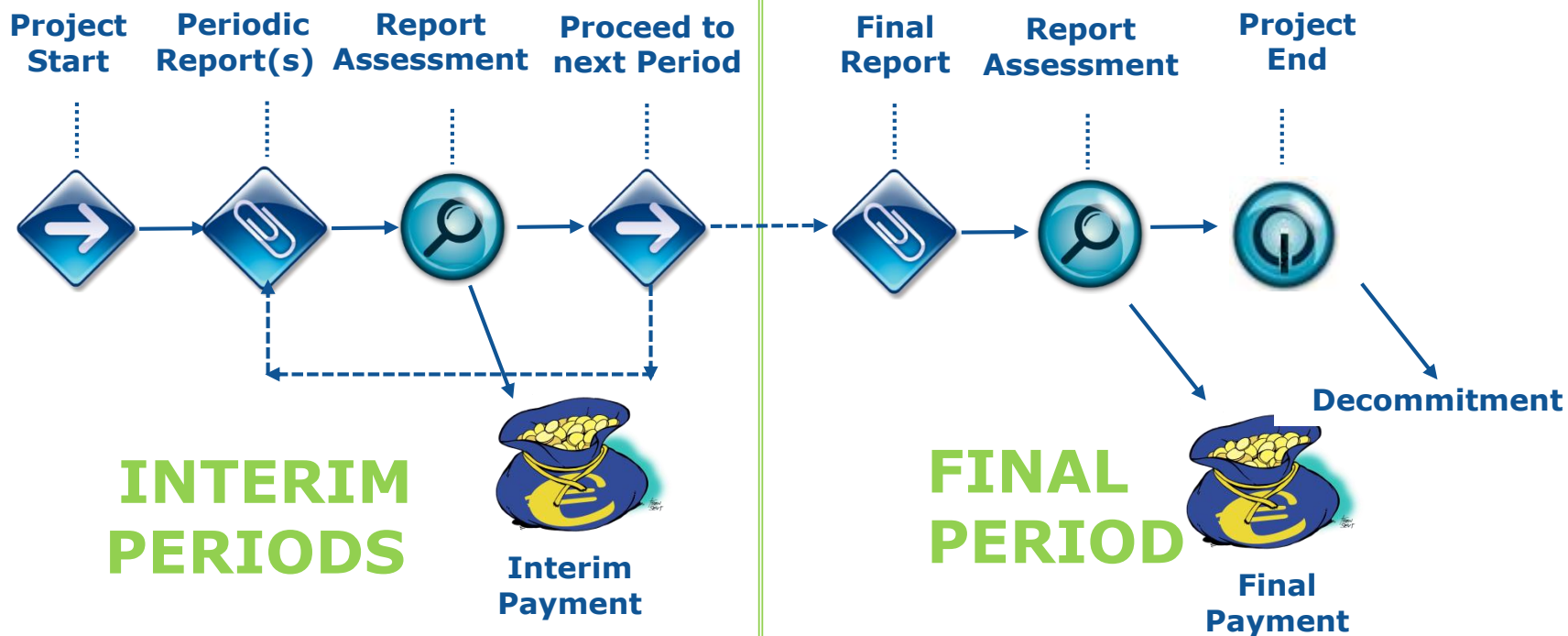
Project life cycle

Monitoring

**Reporting and
Payment**

Grant Management Overview

Grant Preparation



Project Monitoring

Amendments

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Audit





H2020 Project Monitoring



- **Work Package Execution**



- **Deliverables / Milestones**



- **Financial Assessment**



- **Ethics Follow-up**



- **Checks and/or Reviews**

Art. 20 — Reporting payment requirements

The coordinator must submit to the REA technical and financial reports, including requests for payment

- **Periodic Technical report**

- overview of the progress towards the objectives of the action,
- a summary for publication,
- Plan for the exploitation and dissemination of results
- a 'questionnaire' on economic and societal impact

- **Periodic Financial report**

- individual financial statement
- use of resources

PERIODIC REPORTING



H2020 template for periodic reporting,
available on the Participant Portal

Periodic report content

Explanation of the work carried out

Progress made (including milestones, deliverables

Any issues, deviations? Corrective measures?

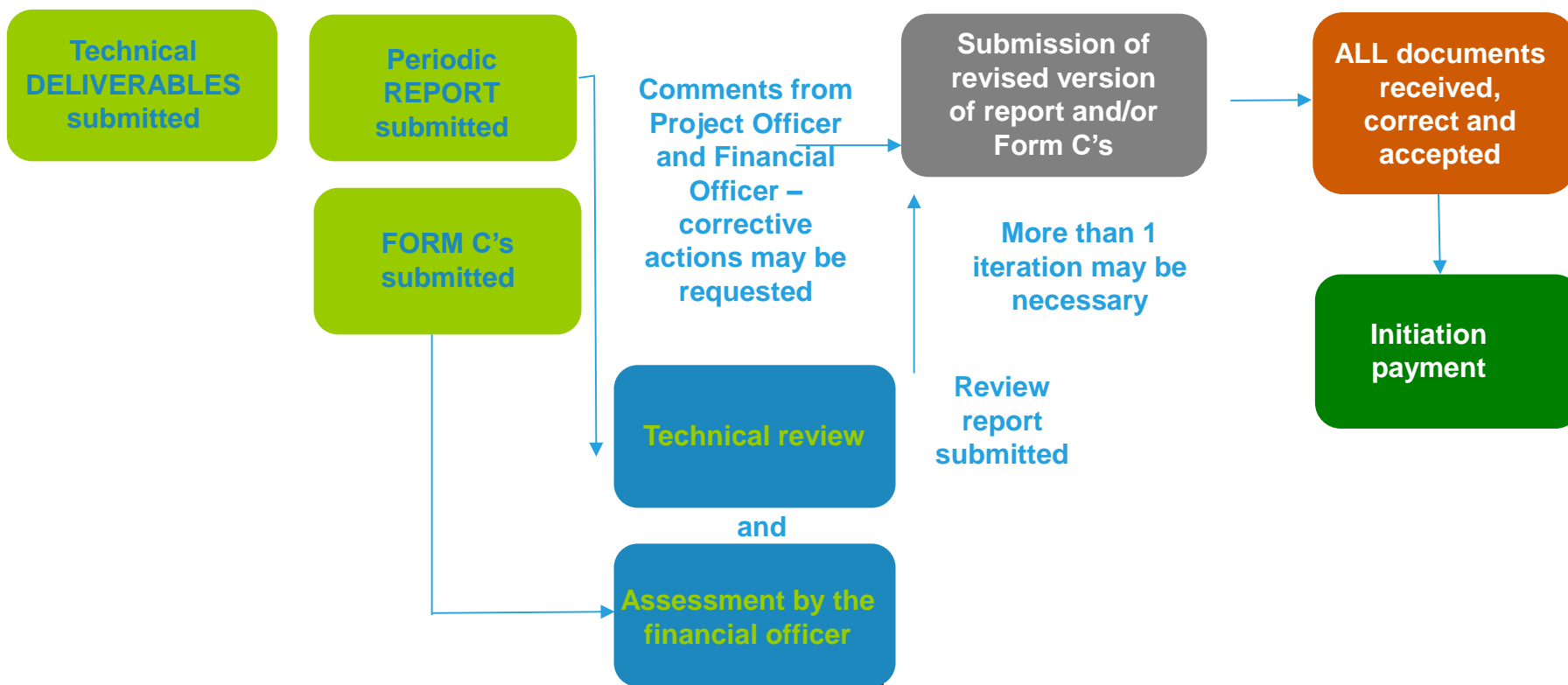
Periodic report structure

Periodic technical report (Part A & B)

Periodic financial report



Reporting and payment cycle



How to write the technical report

- **A clear, informative, straight to the point and concise account** of the project activities during the reporting period
- **The activity progress report:**
 - What did you do? What did you achieve?
 - How have the aimed impacts be achieved? Detailed explanation of the undertaken actions to optimise impact
 - How did you tackle potential issues (R&D, market, IPR)?
 - Any deviations? Corrective measures?
- **Transparent communication**

Online submission of Periodic Reports

NEW! single submission & single rejection

- Access on the Participant Portal
- Technical report and all financial statements are submitted by the coordinator as a "**single package**"
- If a beneficiary does not include its financial statement in a periodic report, the **costs will be considered 'zero'** for this reporting period. The beneficiary can declare its costs with the next financial report
- **Full package is rejected** if one document requires changes or corrections



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Financial & Audit aspects

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Eligible costs

- Actually incurred by the beneficiary
- Incurred during and in connection to the action
- Foreseen as eligible cost in Annex 1 and Annex 2
- Identifiable and verifiable (accounting)
- In compliance with national law
- Reasonable, justified, financially sound

Tips:

- Be transparent
- Treat costs as usually done in your business practice
- Check for exceptions beforehand (PO, FO, AMGA)

Ineligible costs

- Identifiable taxes and duties
- Deductible VAT
- Interest owed
- Provisions for possible future losses/charges
- Exchange losses
- Bank charges
- Excessive or reckless expenditure
- Costs reimbursed in respect of any other EU project

Tips:

- Check eligibility beforehand (PO, FO, AMGA)
- Non-deductible VAT is an eligible cost (**new!**)

Sound Financial management

- Keep time records:
 - hours worked on the tasks,
 - collect signatures of meeting attendance
- Subcontracting not foreseen in ANNEX 1: ask advice and approval to the PO beforehand
- Invoices:
 - Reference to the name of project, deliverable & description of the content, date and terms of payment, proof of payment & registration of the invoices in the bookkeeping

Audits and controls

- **Ex-ante checks:**

- Financial viability: systematic check for coordinators when requested EU funding for the action is \geq EUR 500 000)
- Certificate on the financial statements: only for final payments when **total EU contribution claimed** by the beneficiary on the basis of actual costs + unit costs **for average personnel \geq EUR 325.000** (excluding e.g. flat rates)
- Certificate on the methodology: Optional for average personnel costs (now under unit costs)

- **Ex-post audits:**

- Audits of the Commission up to 2 years after the payment of the balance
- Extension of audit findings in case of systemic errors, irregularities, fraud or breach of obligations



Communication

Dissemination

Exploitation

Communication

Taking strategic and targeted measures for promoting the action itself and its results to a multitude of audiences, including the media and the public, and possibly engaging in a two-way exchange*

- **Reach out to society as a whole** and in particular to some specific audiences
- **Demonstrate** how EU funding contributes to tackling societal challenges
- Is strategically planned and not only ad-hoc effort
- Identifies and sets clear communication objectives
- Uses pertinent messages, right medium and means

* Shortened from http://ec.europa.eu/research/participants/portal/desktop/en/support/reference_terms.html

Communication: legal obligations

Art. 38.1.1: Obligation to promote the action and its results

The beneficiaries must **promote the action and its results**, by providing **targeted information to multiple audiences** (including the media and the public) in a **strategic and effective manner**.

Art. 38.1.2: Information on EU funding – Obligation and right to use the EU emblem

- Display the EU emblem & Include the following text:
This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No xxx
- Obligations relating to infrastructure, equipment and major results: use of templates to be downloaded to be printed and used for suitable labels



High-resolution emblems are available here : <http://europa.eu/about-eu/basic-information/symbols/flag>
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/acknowledge-funding_en.htm

Dissemination

The public disclosure of the results by any appropriate means, including by scientific publications in any medium.*

- **Transfer of knowledge and results** to the ones that can best make use of it
- **Maximizes the impact of research**, enabling the value of results to be potentially wider than the original focus
- Essential element of all good research practice
- Prevents results becoming sticky and effectively lost
- Strengthens and promotes the profile of the organisation

* Shortened from http://ec.europa.eu/research/participants/portal/desktop/en/support/reference_terms.html

Exploitation

The utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service, or in standardisation activities.*

- **Make use of the results;** recognising exploitable results and their stakeholders
- **Concretise the value and impact of the R&I activity** for societal challenges
- Can be commercial, societal, political, or for improving public knowledge and action
- Project partners can exploit results themselves, or facilitate exploitation by others (e.g. through making results available under open licenses)

* Shortened from http://ec.europa.eu/research/participants/portal/desktop/en/support/reference_terms.html

<u>Communication</u>	<u>Dissemination</u>	<u>Exploitation</u>
About the project and results	About results only	About results
Multiple audiences Beyond the project's own community (include the media and the public)	Audiences that may use the results in their own work e.g. peers (scientific or the project's own community), industry and other commercial actors, professional organisations, policymakers	Groups and entities that are making concrete use of results
Inform and reach out to society , show the benefits of research	Enable use and uptake of results	Best efforts to exploit the owned results, or to have them exploited by another legal entity
Grant Agreement art. 38.1 <i>Starts at the outset of the project</i>	Grant Agreement art. 29 <i>When results are available</i>	Grant Agreement art. 28 <i>When results are available and up to four years after project ended</i>

Communication	≠	Dissemination
About the project and results		About results only
Multiple audiences Beyond the project's own community (include the media and the public)		Audiences that may use the results in their own work e.g. peers (scientific or the project's own community), industry and other commercial actors, professional organisations, policymakers
Inform and reach out to society , show the benefits of research		Enable use and uptake of results
Grant Agreement art. 38.1 <i>Starts at the outset of the project</i>		Grant Agreement art. 29 <i>When results are available</i>

Exploitation of results (art. 28 of MGA) - <https://www.iprhelppdesk.eu/>



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Ethics

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Ethics review

1. Ethics Screening:

Assessment of the ethical aspects of the proposal's objectives, methodology and potential impact performed by ethics experts

2. Ethics Assessment:

In-depth analysis of proposals with severe ethics issues (e.g. Human Embryonic Stem Cells, severe intervention on humans, lack of appropriate ethics framework in the country where the research will be performed).



Ethics Deliverables

automatically uploaded in **WP "Ethics Requirements"**

Implementation phase

- Consortium addresses the **ethics deliverables** via the continuous and periodic reporting.
- Involved partners must obtain ethics approvals/authorizations prior to the start of the relevant activity, keep them on file and submit them to the REA upon request (**Article 34.2 of the MGA**).
- If unforeseen research activities that may raise ethics issues are needed (*e.g. animal experiments, research on protected areas*), please inform your project officer **prior to starting any of these activities** to determine if an amendment is required.



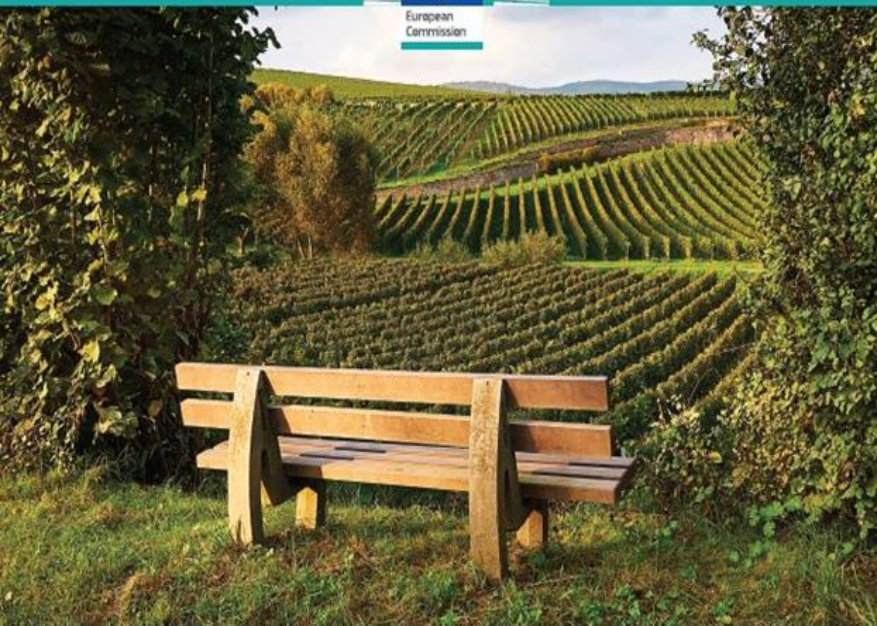
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Join the database of independent experts

The European Commission appoints independent experts to assist with assignments that include the evaluation of proposals, monitoring of projects, and evaluation of programmes, and design of policy.

<https://ec.europa.eu/research/participants/portal/desktop/en/experts/index.html>



I wish you a successfull project!

**So much more
than food**

Unit B2

Sustainable Resources
for Food Security and Growth

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