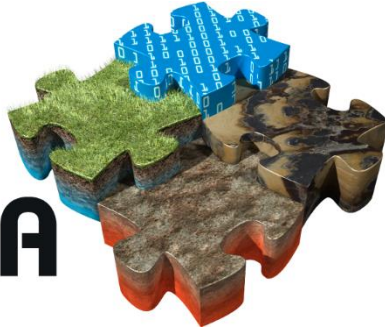


GeoERA



Establishing the European Geological Surveys Research Area to deliver a Geological Service for Europe

PROJECT IMPLEMENTATION DOCUMENT NO.1

REPORTING PROCEDURES AND MONITORING INDICATORS

Joint Call on applied geoscience in the fields of:

- Geo-energy
- Groundwater
- Raw materials
- Information platform

Version no: 1.0

Last change 31 March 2017 17:10



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 731166

TABLE OF CONTENTS

GENERAL INTRODUCTION	2
EXECUTIVE REPORT SUMMARY.....	2
1 Reporting procedures.....	3
1.1 The role of Monitoring and Reporting Officer	3
1.2 Project Progress Report (PPR).....	3
1.3 Project Review Meeting	4
1.4 Eligible costs	4
1.4.1 Supporting documents for Project Progress Report	5
1.5 Reporting timetable for the Project	5
1.6 Additional obligations of the Project Coordinator	5
1.6.1 Annual financial report timetable for GeoERA Co-fund Action.....	5
2 Monitoring indicators.....	6
2.1 Deviations and mitigation measures.....	6
3 References.....	6



GENERAL INTRODUCTION

GeoERA will launch a Joint Call for Joint Research Projects [hereafter referred to as Projects] with the aim of enforcing a more integrated and efficient management and more responsible and publicly accepted exploitation and use of subsurface resources. Through Projects GeoERA aims to achieve objectives set in Project proposal. Progress of Projects will be monitored regularly, since GeoERA's objectives depend upon success of these Projects. This document introduces reporting procedures and monitoring indicators, through which the progress of Projects will be evaluated.

EXECUTIVE REPORT SUMMARY

Work package 4, Follow-up and monitoring of projects resulting from the Joint Call, is concerned with monitoring of the projects to ensure timeliness and quality of implemented project activities, in line with the strategic objectives, goals and scope of the GeoERA. Administrative monitoring of the projects is carried out based on submitted Project Progress Reports which projects are required to submit every 18 months. Evaluation of the research part of each project is carried out at two Review Meetings with members of Stakeholder Council. The progress of projects will be summarized in the Review Report.



1 Reporting procedures

Each Project has two reporting periods, first from M1 to M18 and second from M19 to M36. Each Project is required to submit two Project Progress Reports:

- Project Progress Report in M18;
- Final Project Progress Report in M36.

Every Project is managed by a Project Coordinator. A Monitoring and Reporting Officer will be appointed by the Geological Survey of Slovenia, to every Project as an administrative contact point between GeoERA and the Project Coordinator of the co-funded project.

1.1 The role of Monitoring and Reporting Officer

The appointed Monitoring and Reporting Officer to a distinct Project represents a contact point between GeoERA and the Project and is a member of a Monitoring and Reporting team. The MRO:

- ensures proper and timely information flow as main contact point between GeoERA Secretariat and the Project;
- Guides Projects on administrative, financial and technical issues;
- Ensures that basic Project information inserted in the reporting e-tool are accurate and correct;
- Supports Project Coordinators in managing the Project activities with objective the Projects stay on track;
- Reviews Project Progress Reports and evaluates them from administrative, financial and timing point of view;
- Monitors achieved indicators and objectives set by Projects in their Description of work (DOW);
- Gathers documents and promotional material produced by Projects and delivers documentation on GeoERA webpage etc.;
- Coordinates Review Meetings and cooperates with Stakeholder Council members in evaluation progress of Projects;
- Supports Stakeholder Council members when writing the Review Reports when evaluating the research part of the Project and contributes with administrative, time and financial evaluation;
- Coordinates corrective actions if necessary on the Projects, and;
- Participates in writing of the final Impact Assessment.

1.2 Project Progress Report (PPR)

The purpose of Project Progress Report [hereafter referred to as PPR] is to ensure the effectiveness of implementation of the Projects with respect to finance, timing, administration and quality of results. GeoERA reporting procedure requires the submission of PPR in M18 of the Project and Final PPR at the



end of the Project. The reports should be written in the context of the Project with due reference to the progress of all Project partners. Reporting is done through an e-tool on GeoERA webpage (geoera.eu) and based on reporting templates provided in separate document.

1.3 Project Review Meeting

After submitting midterm and final PPR the consortia present their progress, results and highlights on a Review Meeting, which will be organized in third month following the end of each reporting period. Progress of the Project will be reviewed by two Stakeholder Council members with support of the relevant MRO. After the Review Meeting, Stakeholder Council members submit Review Reports for each Project including general recommendations in case of deviations or insufficient quality of deliverables.

1.4 Eligible costs

Eligibility criteria of GeoERA Projects are based on criteria of Horizon 2020 programme, which can be found in Annotated Grant Agreement, Article 6.

Overview of General conditions for costs to be eligible:

- They must be actually incurred by Project partner;
- They must be incurred in the period of Project duration, with the exception of costs related to participation in a final Review Meeting;
- They must be indicated in the estimated budget;
- They must be incurred in connection with the action as described in the application form of the Project;
- They must be identifiable and verifiable, in particular recorded in the partner's accounts in accordance with the accounting standards applicable in the country where the partner is established and with the partner's usual cost accounting practice;
- They must comply with the applicable national law on taxes, labour and social security, and;
- They must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

Eligible costs categories:

- Direct personnel costs (actual or unit);
- Direct costs for subcontracting;
- Other direct costs (Travel, Equipment, Other goods and services, Costs of large research infrastructure), and;
- Indirect costs (25 % flat rate on direct costs).



1.4.1 Supporting documents for Project Progress Report

Each Project partner is obligated to keep records regarding work done for every member of the Project team and all supporting documents for subcontracting and other costs in accordance with Horizon 2020 rules. Project timesheets, invoices and other documentation supporting the costs declared must be kept and archived by every Project partner for a period of five years after the payment of balance of the GeoERA Project. The supporting documents should not be submitted with PPR but should be at sight on request by MROs in case where additional explanations are needed.

1.5 Reporting timetable for the Project

		Date	For period
START DATE	M1	1.7.2018	
Kick-off Meeting	event	June 2018	
End of 1 st reporting period	M18	31.12.2019	
Project Progress Report	PPR	29.2.2020	1.7.2018 – 31.12.2019
Review Meeting	event	March 2020	
END DATE (End of 2nd reporting period)	M36	30.6.2021	
Final Project Progress Report	PPR	31.8.2021	1.1.2020 – 30.6.2021
Final Review Meeting	event	September 2021	

1.6 Additional obligations of the Project Coordinator

In addition to PPR and final PPR Project Coordinators are obligated to submit Annual financial reports for the Project to designated MRO via e-mail for the purpose of GeoERA Co-fund Action. Annual financial report gathers information of all partners regarding costs incurred in each calendar year. A template of this report is part of the document Reporting templates that can be found on GeoERA webpage. Annual financial report should be submitted in mid-February following the year which it refers to.

1.6.1 Annual financial report timetable for GeoERA Co-fund Action

	Date	For period
1st Annual financial report	15.2.2019	1.7.2018 – 31.12.2018
2nd Annual financial report	15.2.2020	1.1.2019 – 31.12.2019
3rd Annual financial report	15.2.2021	1.1.2020 – 31.12.2020



2 Monitoring indicators

The aim of monitoring is to provide feedback on the progress of the Project through an overview of implemented indicators, deliverables and objectives of Projects with respect to finance, time, administration and quality of results. The process of monitoring is divided on two parts: an administrative part (MRO) and research/scientific part (Stakeholder Council). The research/scientific part is evaluated on Review Meetings described in section 1.3 of this document.

Administrative monitoring focuses on indicators, set and defined by the Project consortium within each Project, and described in the Application Form. Indicators set in Project documents will be integrated into monitoring tables of each Project – monitoring indicators. Administrative monitoring follows the progress of the Projects through achievement of these monitoring indicators.

Research/scientific indicators must be set so they clearly contribute to GeoERA overall objective: to establish a common European Geological Knowledge Database and to the joint provision of a Geological Service for Europe, focusing on geo-energy resources, groundwater, and raw materials. The criteria for monitoring indicators are part of scientific scope of Stage 2 call documentation.

Based on administrative and research/scientific monitoring the Evaluation Report is written by designated MRO and Stakeholder Council members. Evaluation Report summarizes the progress of each Project and gives recommendations in case Projects could improve their activities or quality of deliverables.

2.1 Deviations and mitigation measures

Projects must report on any deviations from their Project plan in PPRs. Project consortia must adopt corrective measures according to their abilities and resources in order to ensure unhindered course of the Project. Coordinator of Project bears responsibility for overall achievement of Projects' objectives, deliverables and indicators.

In case of major deviations from proposed and accepted plan of Projects, which the partnership cannot overcome, corrective measures will be applied. Major deviation is any financial, time, administrative or quality deviation with direct effect on GeoERA' s overall objective or Project period. Corrective measures can be proposed by designated MRO and/or members of the Stakeholder Council, depending on the deviation. Final decision on which measures to be applied or on how to proceed is taken in accordance with the conditions set out in the GeoERA Consortium Agreement.

3 References

Horizon 2020 Annotated Grant Agreement

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm