NERA Project Manual

Version: October 2011

Introduction

The NERA project, started November 1, 2010, and is a combination of a Collaborative Project and Coordination and Support Actions (CP&CSA) under the Seventh Framework Program of the European Commission.

NERA stands for Network of European Research Infrastructures for Earthquake Risk Assessment and Mitigation (Grant Agreement no. 262330).

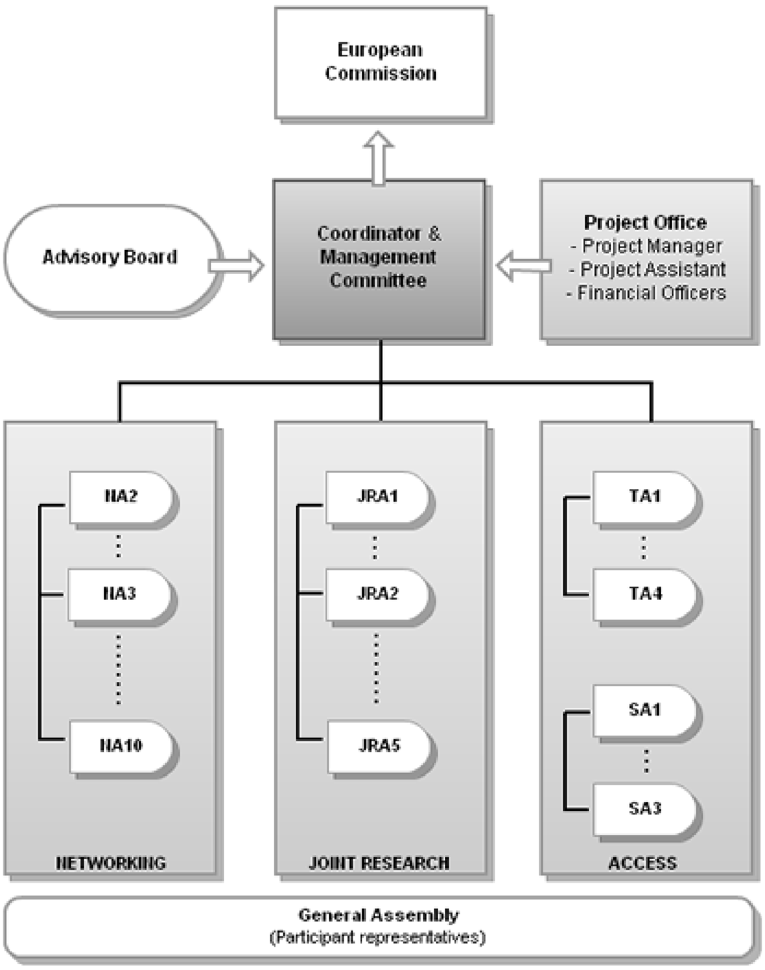
Contracts

1) Contract with the EC: **Grant Agreement**
   - Annex 1: Description of Work (Part A: tables, Part B: narrative information).
2) Contract between the coordinator and the participants: **Consortium Agreement**

Organisation

The work within the project is organised in 4 types of activities or work packages:

- Networking Activities (NA),
- Joint Research Activities (JRA),
- Transnational Access Activities (TA) and
- Service Activities (SA).



Project coordinator:
Domenico Giardini

Project Office:
Torild van Eck - Project manager
Patricia van der Kooij - Project assistant
Jeroen Sassen - Financial officer
Milene Kempenaars - Financial officer

Management Committee:
Domenico Giardini (Project Coordinator)
Torild van Eck (Project Manager and NA's)
Helmut Wenzel (Engineers)
Pierre-Yves Bard (JRA's)
Johannes Schweitzer (TA's)
Rémy Bossu (SA's)

Advisory Board:
Tim Ahern (IRIS-DMC, USA)
Michael Fardis (Patras University, Greece)
Peter Suhadolc (IASPEI)
Anselm Smolka (Munic Re, Germany)

EC Officer:
Mrs. Lorenza Sarracco

The different activities are being directed by the Activity Leaders, see Annex 1 to this handbook. They are responsible for the work and deliverables in the specific activity (also named Work Packages).

The participant contact (or representatives) are the main contact point for information, instructions, etc. See Annex 2.

More information (see Annexes):
- List of Participant Contacts
- List of Activity Leaders/WP leaders
- Cross-reference table participants and activity leaders

Reporting

Each 12 to 18 months a periodic report must be composed. The main purpose of these project reports is to allow the Commission to monitor progress of the contract against its stated objectives. Their approval is an essential requirement for the periodic and final payments to be made by the Commission. Therefore, the reports must be clear, concise, meaningful and comprehensive.

In NERA, there are three reporting periods. Within 60 days after the end of the period(s), a written report must be handed to the EC.

1) 1 November 2010 – 31 October 2010 (12 months)
2) 1 November 2011 – 30 April 2013 (18 months)
3) 1 May 2013 – 31 October 2014 (18 months)

Reporting requirements

The periodic report comprises:

- **A.** A publishable summary of the progress of work
- **B.** Project objectives and work progress/achievements per work package
- **C.** An explanation of the use of resources (financial information)
- **D.** A Form C per participant (financial information)

Reports have to be:

- Consistent: activity →←management report
- Substantiate: with, for example, time-registration, bills, etc.

Responsibilities

Part A will be written by the Management and Coordinator, (a.o.) based on the information of the WP leaders (Part B).

Part B will be written by the WP Leaders (in cooperation with the other participants involved in the Work Package).

Part C and D is financial participant information and shall be delivered by the participant representatives.

Part B: Project objectives and work progress/achievements – scientifical information

Per work package, please provide the following information (see template Annex 6):

- A **summary of progress** towards objectives and details for each task;
  - o Highlight clearly significant results;
  - o If applicable, explain the reasons for deviations from Annex I and their impact on other tasks, as well as on available resources and planning;
  - o If applicable, explain **reasons for failing to achieve critical objectives and/or not being on schedule** and **explain the impact on other tasks as well as on available resources and planning** (the explanations should be coherent with the declaration by the project coordinator);
- A **statement on the use of resources**, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (DoW). (The actual figures have to delivered by the institutes in part C and D.)
- A list of **Work Package meetings** (incl. dates and venues) held during this specific reporting period.
- A list of **deliverables** delivered during this reporting period.
- A list of **milestones** reached during this reporting period.
- A list of the **dissemination of knowledge**: publications, conferences, workshops, web, press releases, flyers, articles, presentations, interviews, posters, etc. (including title, date, place, type of audience).
- For TA/SA: a summary of TA/SA access provision per installation per reporting period.

These specifications will be communicated by e-mail (via a template, see Annex 5) to the WP Leaders (and/or participant contacts).

Part C & D: Use of Resources and Form C – Financial information

For the financial reporting, we have chosen to use a web-based tool for reporting, called EU-fin. Within 30 days of the end of the reporting period each participant need to fill in their financial information in EU-fin (see instructions below). In addition, KNMI asks the participants to fill the form C to FORCE (EU Research Participant Portal). When the EC accepts these reports, we will send the official form C back to you for signing. So finally the EC will receive the following per participant as financial report:

1. **Use of Resources**
2. **Form C**
3. **Financial Certificate** (if necessary)

The participants have to deliver the financial information by the following means:

By electronic means:

- The *Use of Resources*: The electronic Use of Resources are submitted through EU-Fin. The attached document 'User Manual EUFin', explains the procedures and steps to follow in detail. In short:

  Accessing the reporting functions:

  1. Log on to EU-Fin: http://www.navigator-eu.com/contractor_fp7. At the start of the project every participant received a username and password for this tool.

  2. Once you are logged in, go to the tab 'Project costs' and select the WP you need to report.

  3. Fill in the actual costs, the actual person months and then fill the box 'Detail information person month and travel costs' by clicking on write. When you filled out one WP click on save and go the following WP you need to report.

  Important is that you mention at the detail info for personnel costs what the function of each person is (Scientist, Senior scientist, PhD etc) and that you mention at the detail info for travel costs when the meeting was, where, with how many people and the occasion/purpose of the meeting.

  The total of you costs filled out in EU-Fin must be equal to the amount you fill in at the Form C in Force!

- The Form C: The electronic Forms C are submitted through FORCE (EC Research Participant Portal). The 'Guidelines FORCE' documents, explains the procedures and steps to follow in detail. In short:

  Accessing the reporting functions:

  1. Log on to the Participant Portal: http://ec.europa.eu/research/participants/portal/appmanager/participants/portal

  2. Once you are connected to the secured environment of the Participant Portal, select "My Projects" tab 3. The list of the projects you are involved will be displayed.

  3. For any of your project that is in the "Active" phase, you can access both the technical reporting (deliverables) as the financial one (Form C). Once you have clicked on the link, you will be redirected to the right supporting application.

In paper: Signed originals:

- The *Forms C*; The paper Forms C must be the print-outs of the electronic Forms C submitted through FORCE. They may not show any watermarks (like 'submitted to coordinator' or 'draft'). This is why the Forms C should not be printed until they have been submitted electronically to the Commission by the coordinator. Therefore this is an action that needs to be done after the 1st of December, but before the 8th of December. A reminder with the PDF files to sign will follow.
- The *Certificates on the Financial Statements*, if required. ETHZ, KNMI, INGV, VCE, EMSC, CNRS, EUCentre, GFZ and KOERI are the participants who will have submit one or more certificates during this project. The threshold is when a participant reaches a cumulative contribution of 375.000 euro or more. The attached document 'Guidelines audit certification', provides all necessary information.

In order to avoid any suspension of the payment procedure, the reports must be complete, coherent and of good quality. Detailed explanations on project reporting is attached in the document 'Project reporting'.

More information on EU Reporting: see the EC reporting guidelines (project_reporting_en.pdf).

Financial Certificates

Certificates on the Financial Statements (CFS) should be provided only once the threshold of **EUR 375.000** funding has been reached.

This means that the following partners don't need a financial certificate at all:
Orfeus, AMRA, AIT, AUTH, NIEP, IMO, NERC-BGS, FFCUL, KU Leuven, JKU, KIT, METU, CAR, CSIC, NOA, ULEIC, NORSAR, Uliv and ITSAK.

And the following partners do need to provide one or more financial certificates during the project:
ETHZ, KNMI, INGV, VCE, EMSC, CNRS, EUCentre, GFZ and KOERI.

Once a audit certificate is given, there is no need for another certificate until the threshold of 375.000 euro is reached again. When you reach the threshold if you include the expected final payment, you need to provide a financial certificate with your final report.

More info: Financial Guide: Article II.4.4

Eligible costs

Criteria:
- Actual (real)
- Incurred by the beneficiary
- Incurred during the duration of the project
- Determined according to the usual accounting principles
- Used for the sole purpose of achieving the objectives of the project and it's expected results, in a manner consistent with the principles of economy, efficiency and effectiveness.
- Recorded in the accounts of the beneficiary
- Have been indicated in the estimated overall budget

More info: Financial Guide: Article II.14

Non-eligible costs

For instance:
- Taxes (including VAT)
- Duties
- Interest
- Provisions for possible future losses
- Exchange losses

- Cost declared or incurred, or reimbursed in respect of another community project
- debt and debt service charges, excessive or reckless expenditure

More info: Financial Guide: Article II.14.3

Time schedule

One month (30 days) after the end of the project, all requested information (scientifical/technical and financial) should be sent by the responsible persons to the Project Office.

- CS1: From 01-11-10 to 31-10-2011 (12 months)
  - Reporting deadline: 01-12-2011
- CS2: From 01-11-2011 to 30-04-2013 (18 months)
  - Reporting deadline: 01-01-2013
- CS3: From 01-05-2013 to 31-10-2014 (18 months)
  - Reporting deadline: 01-12-2014

All participant representatives and activity leaders will be informed specifically with the reporting requirements towards the end of the reporting period.

Deliverables

During the course of the project, the deliverables identified in Annex I (DoW) of the Grant Agreement, should be uploaded to the NERA internal website by the responsible Activity Leaders before the deadline.

Then they are approved and submitted by the coordinator via to the FP7 Participant Portal (http://ec.europa.eu/research/participants/portal).

Deliverables of a nature other than reports, should be well explained in the period and/or final report. If not, a short descriptive report should be submitted.

If a deliverable has been cancelled or regrouped, please indicate this in the period/final report.

More information: please see the document "Guidance Notes on Project Reporting", available on the internal website of NERA (www.nera-eu.org).

Project Website

The project website of NERA is www.nera-eu.org and will be maintained by the Project Office. General information is available on the outside, and information can be shared on the inside after logging in.

The internal part consists of a Document Management System, which contains important documents, such as contracts, guidelines, templates, etc. There is also space for the work package members to share their documents with each other.

In addition to the Document Management System, there also is a Forum, on which discussions can be set up and held.

If you would like to receive a password for the internal part, please contact the project office (nera@knmi.nl).

Dissemination of knowledge

During the project, please keep a list of all dissemination activities, such as publications, conferences, workshops, web, press releases, flyers, articles, presentations, interviews, posters, etc. (including title, date, place, type of audience).

With each periodic report and for the final report, we have to complete the list of dissemination activities for the EC.

Publications

During and after the project, the coordinator shall provide references of all scientific publications relating to foreground at the latest two months following publication.

All publications shall include the following statement (to indicate that the related foreground was generated with the assistance of financial support from the European Union):

The research leading to these results has received funding from the European Union's Seventh Framework Program (FP7 2007-2013) under the grant agreement no. 262330.

Links

www.nera-eu.org

www.epos-eu.org

http://ec.europa.eu/research/participants/portal (FP7 Participant Portal)

http://www.navigator-eu.com/contractor_fp7 (EU-Fin)

Relevant Documents

- NERA Grant Agreement (no. 262330)
    - Annex I (Description of Work), part A and B
    - Other annexes
- NERA Consortium Agreement
- Guidance Notes on Project Reporting
- Financial Guidelines
- Guidelines Force
- Manual EUFin
- Guidelines Audit Certification

These document are available on the internal part of the NERA website www.nera-eu.org (login at the top-right corner).

Project office Address

Postal Address

NERA Project Office
p/a KNMI
P.O. Box 201
3730 AE De Bilt
The Netherlands

Visiting Address

NERA Project Office
p/a KNMI
Wilhelminalaan 10
3732 GK De Bilt
The Netherlands

Torild van Eck	torild.van.eck@knmi.nl / +31 30 2206 780
Patricia van der Kooij	patricia.van.der.kooij@knmi.nl / +31 30 2206 334
Milene Kempenaars	milene.kempenaars@knmi.nl / +31 30 2206 589
Jeroen Sassen	jeroen.sassen@knmi.nl / +31 30 2206 464

Annex 1 – List of Work Package Leaders

No.	Work Package	No.	Institute	WP Leader	E-mail
WP1	NA1 - Management	1	ETHZ/KNMI	Torild van Eck	vaneck@knmi.nl
				Domenico Giardini	domenico.giardini@sed.ethz.ch
WP2	NA2 - Expanding access to seismic waveforms..	3	ORFEUS	Torild van Eck	vaneck@knmi.nl
WP3	NA3 - Networking acceleration networks and SM data user	21	METU	Sinan Akkar	sakkar@metu.edu.tr
WP4	NA4 - Networking European Rapid Response Networks	9	GFZ	Sebastian Hainzl	hainzl@geo.uni-potsdam.de
WP5	NA5 - Networking near-faults observatories	15	IMO	Kristin Vogfjord	vogfjord@vedur.is
WP6	NA6 - Networking field testing infrastructures	12	AIT	Herbert Friedl	herbert.friedl@ait.ac.at
WP7	NA7 - Classification and inventory of European building stock	8	EUCENTER	Helen Crowley	helen.crowley@eucentre.it
WP8	NA8 - Networking school seismology programs	16	NERC-BGS	Paul Denton	pdenton@bgs.ac.uk
WP9	NA9 - European Mediterranean Earthquake Portal and Services	6	EMSC	Rémy Bossu	bossu@emsc-csem.org
WP10	NA10 - Dissemination and Integration	5	VCE	Helmut Wenzel	wenzel@vce.at
WP11	JRA1 - Waveform modelling and site coefficients for basin response and topography	7	CNRS	Pierre-Yves Bard	Pierre-Yves.Bard@obs.ujf-grenoble.fr
WP12	JRA2 - Tools for real-time seismology, acquisition and mining	4	INGV	Alberto Michelini	alberto.michelini@ingv.it
WP13	JRA3 - Coherence of near-fault ground motion spatial distribution and ground strain	1	ETHZ	Louis Dalguer	dalguer@tomo.ig.erdw.ethz.ch
WP14	JRA4 - -Real-time seismic risk assessment and decision making support	1	ETHZ	Stefan Wiemer	stefan.wiemer@sed.ethz.ch
WP15	JRA5 - Vulnerability assessment from field monitoring	5	VCE	Helmut Wenzel	wenzel@vce.at
WP16	TA1 - Istanbul	10	KOERI	Mustafa Erdik	erdik@boun.edu.tr
WP17	TA2 - Bucharest	14	NIEP	Constantin Ionosecu	viorel@infp.ro
WP18	TA3 - Irpinia	11	AMRA	Aldo Zollo	aldo.zollo@unina.it
WP19	TA4 - NORSAR	26	NORSAR	Johannes Schweitzer	johannes@norsar.no
WP20	SA1 - EMSC	6	EMSC	Rémy Bossu	bossu@emsc-csem.org
WP21	SA2 - ORFEUS Data Center	3	KNMI	Reinoud Sleeman	sleeman@knmi.nl
WP22	SA3 - SED/ETHZ	1	ETHZ	Jochen Woessner	jochen.woessner@sed.ethz.ch

Annex 2 – List of participant representatives/contacts

No.	Institute	Participant Representative	E-mail
1	**ETHZ**	Domenico Giardini	giardini@sed.ethz.ch
2	**ORFEUS**	Torild van Eck	vaneck@knmi.nl
3	**KNMI**	Torild van Eck	vaneck@knmi.nl
4	**INGV**	Alberto Michelini	alberto.michelini@ingv.it
5	**VCE**	Helmut Wenzel	wenzel@vce.at
6	**EMSC**	Rémy Bossu	bossu@emsc-csem.org
7	**CNRS**	Fabrice Cotton	fabrice.cotton@obs.ujf-grenoble.fr
8	**EUCENTRE**	Helen Crowley	helen.crowley@eucentre.it
9	**GFZ**	Winfried Hanka	hanka@gfz-potsdam.de
10	**KOERI**	Mustafa Erdik	erdik@boun.edu.tr
11	**AMRA**	Aldo Zollo	aldo.zollo@unina.it
12	**AIT**	Herbert Friedl	herbert.friedl@ait.ac.at
13	**AUTH**	Kyriazis Pitilakis	pitilakis@civil.auth.gr
14	**NIEP**	Constantin Ionescu	viorel@infp.ro
15	**IMO**	Kristing Vogfjord	vogfjord@vedur.is
16	**NERC-BGS**	Paul Denton	pdenton@bgs.ac.uk
17	**FFCUL**	Luis Manuel Matias	lmmatias@fc.ul.pt
18	**KU Leuven**	Guido de Roeck	guido.deroeck@bwk.kuleuven.be
19	**JKU**	Josef Küng	josef.kueng@faw.jku.at
20	**KIT**	Friedemann Wenzel	friedemann.wenzel@kit.edu
21	**METU**	Sinan Akkar	sakkar@metu.edu.tr
22	**CAR**	Robin Spence	rspence@carltd.com
23	**CSIC**	Josep Gallart	jgallart@ictja.csic.es
24	**NOA**	Nikos Melis	nmelis@gein.noa.gr
25	**Uleic**	Alex Brisbourne	amb27@le.ac.uk
26	**NORSAR**	Johannes Schweitzer	johannes.schweitzer@norsar.no
27	**Unliv**	Andreas Rietbrock	ariet@liverpool.ac.uk
28	**ITSAK**	Nikos Theodoulidis	ntheo@itsak.gr

Annex 3 – Cross reference table

		WP Leaders	Torild van Eck	Torild van Eck	Sinan Akkar	Sebastian Hainzl	Kristin Vogfjord	Herbert Friedl	Helen Crowley	Paul Denton	Remy Bossu	Helmut Wenzel	Pierre-Yves Bard	Alberto Michelini	Louis Dalguer	Stefan Wiemer	Helmut Wenzel	Mustafa Erdik	Constantin Ionescu	Aldo Zollo	Johannes Schweitzer	Remy Bossu	Reinoud Sleeman	Jochen Woessner
			WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11	WP12	WP13	WP14	WP15	WP16	WP17	WP18	WP19	WP20	WP21	WP22
No.	**Institute**	**Participant contact**	**NA1**	**NA2**	**NA3**	**NA4**	**NA5**	**NA6**	**NA7**	**NA8**	**NA9**	**NA10**	**JRA1**	**JRA2**	**JRA3**	**JRA4**	**JRA5**	**TA1**	**TA2**	**TA3**	**TA4**	**SA1**	**SA2**	**SA3**
1	**ETHZ**	Domenico Giardini	**x**	x	x	x	x			x	x		x	x	**x**	**x**								**x**
2	**ORFEUS**	Torild van Eck		x	x	x					x			x									**x**	
3	**KNMI**	Torild van Eck	x	**x**	x	x					x	x		x									x	
4	**INGV**	Alberto Michelini		x	x	x	x			x			x	**x**	x	x								
5	**VCE**	Helmut Wenzel									x	**x**				x	**x**							
6	**EMSC**	Rémy Bossu			x						**x**	x										**x**		
7	**CNRS**	Fabrice Cotton		x	x	x	x			x			**x**	x	x									
8	**EUCENTRE**	Helen Crowley						x	**x**							x	x							
9	**GFZ**	Winfried Hanka		x		**x**							x	x										
10	**KOERI**	Mustafa Erdik					x	x	x						x	x		**x**						
11	**AMRA**	Aldo Zollo					x			x					x					**x**				
12	**AIT**	Herbert Friedl						**x**	x								x							
13	**AUTH**	Kyriazis Pitilakis						x					x				x							
14	**NIEP**	Constantin Ionescu		x															**x**					
15	**IMO**	Kristin Vogfjord		x			**x**																	
16	**NERC-BGS**	Paul Denton								**x**														
17	**FFCUL**	Luis Manuel Matias		x																				
18	**KU Leuven**	Guido de Roeck						x									x							
19	**JKU**	Josef Küng									x													
20	**KIT**	Friedemann Wenzel															x							
21	**METU**	Sinan Akkar			**x**										x									
22	**CAR**	Robin Spence							x															
23	**CSIC**	Josep Gallart		x																				
24	**NOA**	Nikos Melis		x			x							x										
25	**Uleic**	Alex Brisbourne		x																				
26	**NORSAR**	Johannes Schweitzer																			**x**			
27	**Unliv**	Andreas Rietbrock												x										
28	**ITSAK**	Nikos Theodoulidis											x											

Annex 4 – Form C (example)

FP7 - Grant Agreement -Annex VI - Collaborative project

Form C -Financial Statement (to be filled in by each beneficiary)

Type of partner:	Beneficiary		**ICPC**	No
Project no.			**Funding scheme**	
Project Acronym				
Period From			Is this an adjustment to a previous statement?	No
To				
Legal name			**Participant Identity Code**	
Organisation short name			**Beneficiary no.**	
Funding % for RTD activities (A)	75		**If flat rate for indirect costs, specify %**	No flat rate
			Special clause 8	No
			Special clause 30	No

1- Declaration of eligible costs/lump sum/flat rate/scale of unit (in €)

	Type of Activity					
	RTD (A)	**Demonstration (B)**	**Coordination/Support (C)**	**Management (D)**	**Other (E)**	**Total (A + D)**
Personnel costs						**0,00**
Subcontracting						**0,00**
Other direct costs						**0,00**
Indirect costs						**0,00**
Total	**0,00**			**0,00**		**0,00**
Maximum EU contribution	0,00			0,00		**0,00**
Requested EU contribution	0,00			0,00		**0,00**

2- Declaration of receipts

Did you receive any financial transfers or contributions in kind, free of charge from third parties or did the project generate any income which could be considered a receipt according to Art II.17 of the grant agreement? — No

If yes, please mention the amount (in €)

3- Declaration of interest yielded by the pre-financing (to be completed only by the coordinator)

Did the pre-financing you received generate any interest according to Art II.19? — No

If yes, please mention the amount (in €)

4- Certificate on the methodology

Do you declare average personnel costs according to Art II.14.1? — No

Is there a certificate on the methodology provided by an independent auditor and accepted by the Commission according to Art. II.4.4? — No

Name of the auditor		**Cost of the certificate (in €), if charged under this project**	

5- Certificate on the financial statements

Is there a certificate on the financial statements provided by an independent auditor attached to this financial statement — No

Name of the auditor		**Cost of the certificate (in €)**	

6- Beneficiary's declaration on its honour

We declare on our honour that:

the costs declared above are directly related to the resources used to attain the objectives of the project and fall within the definition of eligible costs specified in Articles II.14 and II.15 of the grant agreement, and, if relevant, Annex III and Article 7 (special clauses) of the grant agreement;

the receipts declared above are the only financial transfers or contributions in kind, free of charge, from third parties and the only income generated by the project which could be considered as receipts according to Art II.17 of the grant agreement;

the interest declared above is the only interest yielded by the pre-financing which falls within the definition of Art. II.19 of the grant agreement;

there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.

Beneficiary's stamp	**Name of the person(s) Authorized to sign this Financial Statement**
	Date & signature

Annex 5 - Explanation of use of resources*

Table 3.2 Personnel, subcontracting and other major cost items for Beneficiary 10 for the period 1-1-2010 to 31-12-2010			
Work Package	Item description	Amount in € with 2 decimals	Explanations
WP1, WP2 (small contribution)	Personnel direct costs	€ 48.098,06	Salary of one researcher working for 12 person-months on the project.
	Subcontracting		
WP1, WP2 (small contribution)	Major cost item 'X'	€ 262,32	Travel to Leuven on the 18th January 2010 for Kick-off meeting.
WP1	Major cost item 'Y'	€ 641,94	Travel to Wenen on the 19th of February 2010 for WP1 discussion meeting.
	Remaining direct costs	€ -	
WP1, WP2 (small contribution)	Indirect costs	45019,78	Actual indirect costs are 93,6% of Personnel costs
	TOTAL COSTS[10]	€ 94.022,10	

* The entries are examples and just for illustration.

Annex 6 -Template " Progress part" (Part B)

(Per Work Package)

A **summary of progress** towards objectives and details for each task:

Highlight clearly significant **results:**

If applicable, explain the **reasons for deviations** from Annex I and their impact on other tasks, as well as on available resources and planning:

If applicable, explain **reasons for failing to achieve critical objectives and/or not being on schedule** and **explain the impact on other tasks as well as on available resources and planning**:

A **statement on the use of resources** (in words), in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex I (DoW):

If applicable, propose **corrective actions**:

Project Meetings

WP No.		Project Meeting	Place / Venue	Date	Internet address

Deliverables (as identified in Annex 1)

Del. No.	WP No.	Name	Version	Lead participant	Nature	Planned delivery month	Actual / forecast delivery month	Status (submitted / no submitted	Comments

Milestones (as identified in Annex 1)

Milestone no.	WP No.	Name	Lead Particip ant	Planned delivery month	Achieved yes / no	Actual / forecast delivery month	Comments

Publications

Title	Main author	Title of the periodical or series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Permanent identifiers (if available)[1]	Is / will open access provided?[2]

[1] A permanent identifier should be a persistent link to the published version (full text if open access or abstract if article is pay per view) or to the final manuscript accepted fur publication (link to article in repository.)
[2] Open access is defined as free of charge access for anyone via Internet. Please answer “yes” if the open access to the publication is already established and also if the embargo period for open access is not yet over but you intend to establish open access afterwards.

Dissemination activities

Type of activities[1]	Lead Participant	Title	Date	Place	Type of audience[2]	Size of audience	Countries addressed

[1] Please choose one of the following: conferences, workshops, web, press releases, flyers, articles published in popular press, videos, media briefings, presentations, exhibitions, thesis, interviews, films, TV clips, posters, other.
2 Scientific Community (higher education, Research), Industry, Civil Society, Policy makers and/or Media

Table for TA (only for TA activities)*

Part. No.	Organisation short name	Infrastructure short name	Installation no.	Installation short name	Unit of Access	Min. quantity of access to be provided in Annex 1	Access provided in reporting period 1

* In addition to this, the TA MS Access Data has to be completed.