D1.1: AgriCapture Partner Guide

Deliverable information

No & name	D1.1 AgriCapture Partner Guide		
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Work Package	WP1		
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Abstract	This deliverable defines the management structure and operating procedures of the project and how they will be implemented. Risks will be further elaborated with specific mitigation measures defined. The document will also include the AgriCapture rules of conduct note		
Participants	GILab		
Comments	N/A		

Document Revision History

Date	Version	Author/Contributor/Reviewer	Summary of changes
20.03.2021	V1.0	Davide Guariento (GILab)	First version
21.01.2021	V1.1	Marija Sola (GILab)	Suggestion and revisions
25.01.2021	V1.2	Igor Milosavljevic (GILab)	Proofreading
26.01.2021	V2.0	Davide Guariento (GILab)	Integrated suggestions

Dissemination level

Co	Confidential, only for members of the consortium and the European Commission Services

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Abbreviations

AMGA   Annotated Model Grant Agreement

CA   Consortium Agreement

CFS   Certificate on Financial Statement

DoA	Description of Action
EC	European Commission
EU	European Union
Form C	Financial Statement
FSIGNs	Financial Signatories (appointed by the LEAR in the F&T portal)
F&T portal	[Funding & tender opportunities](#) (entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies)
GA	Grant Agreement
H2020	Horizon 2020
LSIGNs	Legal Signatories (appointed by the LEAR in the F&T portal)
PMT	Project Management Team
PO	Project Officer
QAT	Quality Assurance Team
RegAgri	Regenerative Agriculture
RP	Reporting Period (refers to the periods stated in the Grant Agreement art. 20.2)
WP	Work Package

Executive Summary

AgriCapture is a project with a strong management structure and well defined roles and responsibilities. The bodies and their roles are described in this document, providing guidance to all project partners with regards to day-to-day management of the project.

At first, the deliverable 1.1 AgriCapture Partner focuses on the legal framework that regulates the working relationship between the consortium and the European Commission (EC), as well as within the consortium members. A specific subchapter is dedicated to the EC guidelines included in the **H2020 online manual** and the **Annotated Model Grant Agreement** (AMGA).

In addition, the document elucidates upon: (i) the internal and external communication channels, presenting the platforms that will be used for the entire duration of the project, (ii) the meeting's arrangements, as well as (iii) the procedures for reporting, deliverables creation and submission, and milestones delivery.

Finally the last chapter is dedicated to the payment mechanism, providing clear instructions for the project partners.

1 Introduction

1.1 AgriCapture at a glance

AgriCapture seizes upon Earth Observation – free and open Copernicus data in particular – to deliver a highly innovative, flexible, and scalable solution for soil carbon (C) capture projects/initiatives, targeting one of the two only potential mass C sinks through proven and increasingly popular practices (i.e. regenerative agriculture – Reg Agri).

AgriCapture will develop a systematic, robust and flexible platform for quantifying, verifying, and promoting soil C capture, allowing (i) farmers and other landowners to become "carbon farmers", (ii) food companies to offset their carbon foot print and offer "zero carbon" products, and (iii) certifying organizations to scale up and automatize their processes.

This will be accomplished through a co-creation approach with target users – agri-cooperatives, agri-processors, Reg Agri certifiers/auditors, and others – within 5 diverse use cases located across Europe. To support uptake of project results, the project will establish a European Reg Agri Community, which will be used to raise awareness of Reg Agri as a high-potential approach to meeting climate pledges, to coordinate and empower farmers as agents of climate mitigation, and to inform product launch of AgriCapture through first-hand market information and a direct channel to potential customers. Finally, the project will also undertake dedicated activities to assess, identify and proactively pursue market opportunities, which will lead to several contracts for post-project service provision by the end of the project.

1.2 Purpose of this document

The purpose of this deliverable is to provide practical guidance to partners for the day-to-day management of the project.

It describes in detail:

- the project management bodies, their role and responsibilities;
- the channels and requirements for internal and external communication;
- the meetings' arrangements;
- the procedures for reporting, deliverables and milestones delivery;
- the payment mechanism.

2 Legal Framework

2.1 Documents of reference

2.1.1 Contractual documents

2.1.1.1 Grant Agreement

The Grant Agreement (GA) is the contractual agreement concluded between the European Commission (EC) and the project partners pertaining to the delivery of work and the associated payment from the EC. The GA is signed by the EC and the Project Coordinator, GILab.

It specifies the rights and obligations of the parties and contains provisions for the implementation of the project.

The GA includes six annexes:

Annex 1 - Description of Action (DoA): it contains all essential information such as the overall budget, the concept and objectives, the workplan, and the management.

Annex 2 - Estimated budget for the action;

Annex 3 - Accession Forms: each partner's legal signatories (LSIGN) sign the accession form through the European Commission Funding and Tender Opportunity Portal (F&T portal). By doing so, the partners accept the rights and obligations set out in the GA as of the date on which it takes effect.

Annex 4 - Model for the financial statements (Form C);

Annex 5 - Model for the certificate on the financial statements (CFS);

Annex 6 - Model for the certificate on the methodology.

2.1.1.2   Consortium Agreement

The Consortium Agreement (CA) is an internal agreement between the consortium members only (**it does not involve the EC**) and is signed by all partners.

It settles internal arrangements of the consortium, not covered by the Grant Agreement, such as:

- the internal functioning of the consortium,

- the distribution of the costs,

- the intellectual property rights,

- the resolution of conflict between partners.

2.1.2   European Commission (EC) guidelines

Guidance is provided through the **H2020 online manual**[1] and the **Annotated Model Grant Agreement** (AMGA)[2].

The H2020 online manual gives an overview of all the steps, from the submission of the project to the final reporting. It also provides useful links and references to guidance notes, templates, user manuals of the relevant tools and Frequently Asked Questions (FAQs).

The AMGA helps partners to understand and interpret the GA by avoiding technical vocabulary, legal reference and jargon. This user guide has the same structure as the GA, it explains all the GA's provisions and includes examples, where appropriate. It brings clear answers to any practical question you may have (eligibility of costs, budget transfers, keeping records, reporting, etc.). We invite you to check the regular updates.

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[1] https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
[2] https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

3 Project organization and procedures

3.1 AgriCapture structure
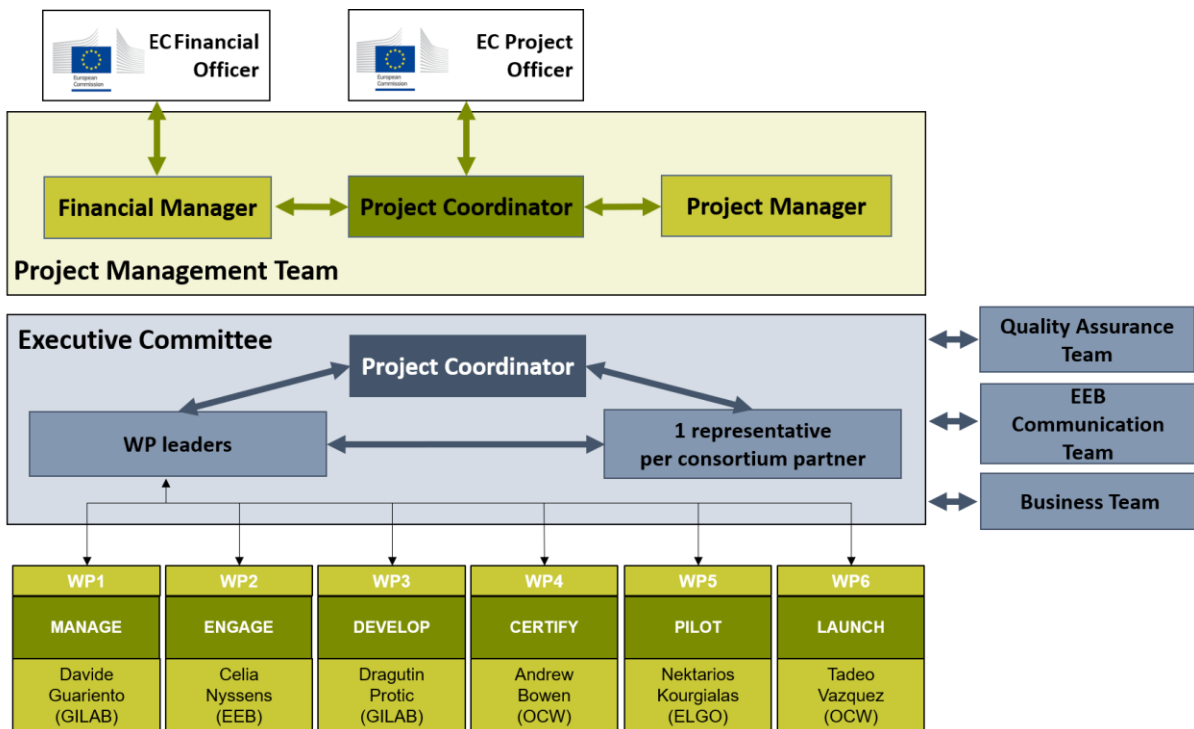
The project governance structure relies on the:

- Project Coordinator
- Executive Committee
- WP leaders
- Task leaders
- Project Management Team (PMT)
- Quality Assurance Team (QAT)

They are supported by a Communication team and a Business team.

3.2 Responsibility of each body and contact points

3.2.1 Executive committee

The Executive Committee is the decision-making body of the project. It is chaired by the Coordinator and composed of one representative of each partner (each partner having one vote) and WP leaders.

It is responsible for the supervision and strategic orientation of the project as well as the operational management of all the activities.

Table 1. List of responsible person per partner

Organisation	Name	E-mail
P01.GILab	Davide Guariento	davide@gilab.rs
P02.SAT	Przemyslaw Zelazowski	przemyslaw.zelazowski@satagro.pl

P03.OCW	Andrew Bowen	andrew.bowen@onecarbonworld.com
P04.EEB	Celia Nyssens	celia.nyssens@eeb.org
P05.LEAF	Rebecca Davis	rebecca.davis@leafuk.org
P06.GWCT	Alastair Leake	aleake@gwct.org.uk
P07.AUA	Spyros Fountas	sfountas@aua.gr
P08.ELGO	Nektarios Kourgialas	kourgialas@nagref-cha.gr
P09.PLANET	Regina Kozyra	regina@planet.com
P10.ENMX	Tomislav Hengl	tom.hengl@envirometrix.net
P11. FrOils	Duncan Farrington	duncan@farrington-oils.co.uk
P12. ARL	Arthur Van der Wees	vanderwees@arthurslegal.com
P13. UPOR	Ugljesa Trkulja	ugljesatrkulja@yahoo.com
P14. LCC	Andrew Mullaney	andrew.mullaney@lancashire.gov.uk

3.2.2   Coordinator

GILab is the Coordinator of AgriCapture project. It is in charge of the overall coordination of the project and acts as intermediary between the partners and the EC. It is also chairing the Executive Committee and implement their decisions.

Table 2. Coordinating Team

Role	Organisation	Name	E-mail
Project Coordinator	P01.GILab	Igor MILOSAVLJEVIC	igor@gilab.rs
Technical Coordinator	P01.GILab	Dragutin PROTIC	dprotic@gilab.rs
Project Manager	P01.GILab	Davide GUARIENTO	davide@gilab.rs

3.2.3   Work Package leaders and Task leaders

The WP leaders coordinate and monitor the work under their WP. They report on the implementation of the work to the Executive Committee, such as any deviation or update of the workplan, and provide contribution to progress report.

Table 3. WP leaders

WP	Organisation	WP Leader	Email
WP1 - MANAGE	P01.GILab	Davide Guariento	davide@gilab.rs
WP2 - ENGAGE	P04.EEB	Celia Nyssens	celia.nyssens@eeb.org
WP3 - DEVELOP	P01.GILab	Dragutin Protic	dprotic@gilab.rs
WP4 - CERTIFY	P03.OCW	Andrew Bowen	andrew.bowen@onecarbonworld.com
WP5 - PILOT	P08.ELGO	Nektarios Kourgialas	kourgialas@nagref-cha.gr
WP6 - LAUNCH	P03.OCW	Tadeo Vázquez	hello@onecarbonworld.com
WP7 - ETHICS	P01.GILab	Igor Milosavljevic	igor@gilab.rs

The Task leaders are responsible for the implementation the work under their task. They report on the status of their task to the WP leader in order to enable the latter to identify variances against the task's objectives/timetable, evaluate the overall WP performance and report to the Executive Committee.

3.2.4 Project Management Team

The Project Management Team executes the decisions of the Executive Committee and handle the day-to-day administrative, financial and legal management of the project.

Table 4. Project Management Team

Role	Organisation	Name	E-mail
Project Coordinator	P01.GILab	Igor MILOSAVLJEVIC	igor@gilab.rs
Financial officer	P01.GILab	Marija Sola	marija.sola@gmail.com
Project Manager	P01.GILab	Davide Guariento	davide@gilab.rs

3.2.5 Quality Assurance Team

The Quality Assurance Team (QAT) assures the general quality of the project and their monitoring throughout the project.

Table 5. Quality Assurance Team

Role	Organisation	Name	E-mail
Legal and Data issues	P12.ARL	Arthur van der Wees	vanderwees@arthurslegal.com
Technical matters	P01.GILab	Milan Kilibarda	mkilibarda@gilab.rs
Proofreading	P01.GILab	Davide GUARIENTO	davide@gilab.rs
	P01.GILab	Igor MILOSAVLJEVIC	igor@gilab.rs

3.2.6   Communication Team

The Communication team ensures the coordination and proper implementation of the communication and dissemination activities.

Table 6. Communication Team

Organisation	Name	E-mail
P04.EEB	Gemma Bowcock	gemma.bowcock@eeb.org
P03.OCW	Tadeo Vázquez	hello@onecarbonworld.com
P04.EEB	Celia Nyssens	celia.nyssens@eeb.org
P01.GILab	Davide Guariento	davide@gilab.rs

3.2.7   Business team

The business team provides guidance to maximize the exploitation and sustainability potential of AgriCapture solutions.

Table 7. Business Team

Organisation	Name	E-mail
P03.OCW	Andrew Bowen	andrew.bowen@onecarbonworld.com
P01.GILab	Davide Guariento	davide@gilab.rs
P01.GILab	Milan Kilibarda	mkilibarda@gilab.rs
P01.GILab	Igor Milosavljevic	igor@gilab.rs
P01.SAT	Stefan Jozefowicz	stefan.jozefowicz@satagro.pl

3.3 Communication

3.3.1 Internal Communication

3.3.1.1 E-mails

3.3.1.1.1 Mailing lists

The project has set up the general mailing list: agricapture@gilab.rs

This mailing list is composed by all the members of the consortium (see attachment 1) and is used for global communication related to meetings, financial and legal issues, deliverables, reporting and any other issues concerning all partners.

Separate mailing lists per WP, composed by WP's members, are used for sharing information related to internal WP's activities such as the preparation of deliverables, meetings, periodic reports and any other documentation related to their scope. So far, one was created: agricapture.wp2@gilab.rs

For any change of the mailing lists and/or the creation of a new one, please contact mkilibarda@gilab.rs.

3.3.1.1.2 Email's subject

In order identify the project related emails, it is recommended to include in the subject: the project title, a specific description of the subject and, if any, the deadline.

For example: *AgriCapture: Progress Meeting 1 on February 22nd, 2021 from 10.00 to 11.00*

3.3.1.2 Internal communication tool

Mattermost has been selected as the internal communication tool. Mattermost is available both in the form of desktop and phone application, which can be downloaded at the following link. Furthermore, to get acquainted with the tool, a simple instructional video can be found here.

All AgriCapture partners have been granted access to the communication tool. The AgriCapture account on the tool consists of both public and private channels. Within the public channels, it is important to highlight the presence of one channel per WP and one general channel for common discussions of interest for all the project partners.

The tool should be used mostly for informal communication, avoiding many lengthy emails. More in specific, Mattermost should be used for:

- Questions addressed to multiple partners
- Open a discussion upon a specific topic
- Discuss upon specific WP topics or tasks
- Send reminders
- Texting any specific partner
- Organize ad-hoc calls
- Everyday coordination

3.3.1.3 Internal collaborative platform

The project coordinator has set up a collaborative space on DropBox named AgriCapture EO-1-2020. The folder and its subfolders have been shared with all the project partners.

A subfolder per WP have been created. WP leaders are responsible to upload WP related documentation on the respective folder. This includes meeting minutes, spreadsheets, etc.

Furthermore, besides the WP subfolder folders, the following folders are available:

- Administrative – this subfolder is dedicated to a large number of official documents and templates (GA, CA, reporting templates, minutes and presentations from all project meetings, templates, budget, and promotional material)
- Deliverables – here all the submitted deliverables will be stored
- Proposal and DOA – where partners can find the AgriCapture proposal, the signed DoA (both part A and B) and any accepted amendment

3.3.1.3.1 Get to know the platform

Dropbox is a file hosting service, often referred to as a "cloud storage" service. Dropbox is one of the oldest and most popular cloud storage services in use today, though there are many alternatives, including Microsoft OneDrive, Box, Sync, and Google Drive

Key features of Dropbox

While Dropbox is a mainly online storage that keeps files in sync between personal devices and the cloud, it offers a broad array of features beyond that. It is accessible via the web or in apps (Mac, PC, iOS, Android). Dropbox is securely encrypted with 256-bit AES.

The service also keeps a history of files with versioning to allow for recovery in the event of accidental deletion, or the rare possibility of a malware or ransomware catastrophe.

Dropbox is a convenient way to share files (more convenient than email) and for collaborative work required given the geographical distance between the partners.

More information on how to use Dropbox are presented in this video.

3.3.1.4 Online meeting platform

Zoom is the selected meeting platform. Every official online project meeting will be held on Zoom. A link to the call will be shared (together with a calendar invite) with the participants at least two weeks before the meeting.

The platform is user friendly and offers multiple options such as: screen sharing, recording, raise hands, etc. An overview on how to use Zoom can be found here.

In case of technical issues while using Zoom, please contact mkilibarda@gilab.rs.

3.3.2 External Communication

The external communication aims at informing about and promoting the project and its results to multiple audiences. Please refer to D6.1 Communication, Dissemination and exploitation strategy for more details about the use of communication materials.

3.3.2.1 Events reporting and cataloguing

Any communication and dissemination activities (press release, conferences, scientific publications, exhibitions, workshops, newsletters, website, etc.) must be communicated to the communication team.

Each member must fill out the Events Report Template with the events she/he participated in presenting/ disseminating AgriCapture. The spreadsheet to record the event can be found on Dropbox (AgriCapture EO-1-2020 > Administrative > Reporting) or at the following link.

3.3.2.2 Specific project presentations

Each consortium member making a presentation at a conference, workshop or any meeting in the framework of the project should use the standard PowerPoint presentation, available on Dropbox at the following link (AgriCapture EO-1-2020 > WP6 LAUNCH > T6.1 Communication and Dissemination > Templates and Visual ID).

3.3.2.3 EU requirements

All dissemination materials must:

- display the **EU emblem** (with appropriate prominence): it is available on Dropbox at the following link (AgriCapture EO-1-2020 > WP6 LAUNCH > T6.1 Communication and Dissemination > Templates and Visual ID > Project Logo);
- include the following text:

    This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101004282.
- include the project **logo**: available on Dropbox at the following link (AgriCapture EO-1-2020 > WP6 LAUNCH > T6.1 Communication and Dissemination > Templates and Visual ID > Project Logo);
- include the following disclaimer:

    Any dissemination of results reflects only the author's view and the European Commission is not responsible for any use that may be made of the information it contains.

3.4 Project meetings

3.4.1 Meetings planning

3.4.1.1 Executive Committee meetings

Meetings, gathering the members of the Executive Committee, are planned regularly to monitor the progress of the project, ensure the continuous communication between partners and plan the future activities.

All project members are invited and at least one representative per partner should attend them. The Project Officer will be invited to the physical ones.

The Executive Committee physical meetings will take place once per year at the following location (physical meetings may be cancelled or destinations changed depending on the COVID-19 regulations).

Table 8. Executive Committee Physical Meetings

Month	Meeting	Place	Hosting organisation
M1	Kick-off meeting	Belgrade (Remote)	GILab
M15	Project meeting 1	Warsaw	SatAgro
M21	Project meeting 2	UK	Leaf
M32	Project meeting 3	Crete	ELGO
M36	Project meeting 4	Brussels	EEB

Monthly virtual meetings will also be held, using Zoom, by default every 3rd Monday of the month from 11.00 a.m. to 12.30 CET.

Further to the general ones, WP meetings will be organised. The WP leaders are responsible for the frequency and form of their meetings.

3.4.1.2   Meetings with the project officer

GILab is the single point of contact with the project officer.

In addition to the project meetings and upon the request of the Project Officer (and under exceptional circumstances), the following may be organised:

- Review meetings: only if there are problems identified (linked to the periodic report or not);
- Monitoring visits: to specific partners, when specific issues have been identified.

3.4.2   Preparation of the project meetings

3.4.2.1   Requirements to host a project meeting

A partner, hosting a project meeting, is responsible for the logistical organization in coordination with the Executive Committee.

More specifically, it is required to:

- provide one room for at least 40 people;
- provide material: screen, projector, laptop, Wi-Fi, remote control (+ video conference system, micro and speakers in case of remote participants);
- cover catering costs (e.g. coffee breaks, lunches and one dinner for 2-days meeting);
- help the Project Management Team to prepare the location and accommodation document (access plan, list of hotels and so on).

A signed list of participants should be always enclosed for face-to-face meetings.

In case of consortium meetings outside the partners' facilities, the Coordinator will take care of the meeting logistics.

3.4.2.2   Attendance

Each partner, which is a member of the Consortium:

- should be present or represented at any Executive Committee meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- shall participate in a cooperative manner in the meetings.

Costs for travel and accommodation to participate in these meetings must be covered by each partner's own budget.

3.4.2.3   Agenda and slides for presentation

The Coordinator will circulate the agenda not later than two weeks before the meeting along with guidance for the presentations.

3.4.3   Minutes of the meetings

The Coordinator shall produce written minutes of all the Project meetings, which shall report all the issues discussed during the meeting and be the formal record of all decisions taken.

A draft is sent to all participants within 20 calendar days of the meeting and it is considered as accepted without written objections from members within 30 calendar days from sending. Once approved, the final version will be sent to all members.

All practical documents about meetings (slide template, location and accommodation document, agenda, slides presented during the meeting and minutes) will be available on the project platform.

4   Project outputs and quality assessment

4.1   Deliverables

4.1.1   List of deliverables

The list of deliverables, including lead partner, delivery date timeline, and status, can be found in the GA (Part A: Table 1.3.2. WT2 list of deliverables) available on DropBox at the following link (AgriCapture EO-1-2020 > Proposal and DoA)

4.1.2   Naming and versioning convention

All deliverables should follow the naming convention: **DX.Y_<Title>_vX.X**

(Ex: *D1.1_AgriCapturePartnerGuide_v1.0).*

Versions 0.1, 0.2… shows revisions using track changes functionality. When the revisions are approved, it becomes version 1.0.

All requested revisions will be highlighted on the table 'Document history' on the front page

4.1.3 Process: preparation, review, approval

4.1.3.1 Preparation

A lead partner has been appointed for each deliverable and is responsible of its preparation.

He/she should use the template available on Dropbox (AgriCapture EO-1-2020 > Administrative > Templates).

For deliverables that are of a nature other than written reports, a brief written summary should be produced. Such summary should include any supporting material such as photos, technical designs, descriptive guidelines, etc.

Once the first draft of the report is ready, the lead partner sends it to its WP leader and QAT for review.

The lead partner must **report any problem or expected delay with an explanation and a new expected delivery date to the Project Leader and WP leader at least one month before the set deadline of the deliverable.**

4.1.3.2 Review and approval

To allow sufficient time for review, internal deadlines are set prior to the official delivery month given in the GA.

Table 9. Deliverables review and submission process

When	Who	What
4 weeks before the delivery date to EC	Lead partner	Send the first draft to WP leader for review
3 weeks before the delivery date to EC	WP leader	Check the report and fill the table 'Document history' on the front page and send it to the QAT for review
2 weeks before the delivery date to EC	QAT	Check the report if satisfied, approve it and update the table 'Document history' on the front page
1 weeks before the delivery date to EC	Project Leader	Submit the final version on the F&T portal for approval
After the delivery date	Project Officer	Ask for revisions or approved the report
After the delivery date	Project Leader	Upload the deliverable in the platform

4.1.4 Deliverable dissemination

Deliverables can be Confidential or Public.

Confidential means they are restricted to the members of the Consortium, including the Commission Services, but they cannot be communicated outside the Consortium.

Public deliverables can be disseminated without waiting for the approval of the Project Officer, except for deliverables on the contractual management of the project and support to third parties (open calls, coaching, results, events…). For those, we will have to wait for the Project Officer's approval.

4.2   Milestones

4.2.1   List of milestones

Milestones are project checkpoints representing the end of a project phase, helping the evaluation and monitoring of project progress.

The list of milestones, including lead partner, delivery date and status, can be found in the GA, Part A: 1.3.4. WT4 List of milestones) available on Dropbox at the following link (AgriCapture EO-1-2020 > Proposal and DoA)

4.2.2   Process: preparation, review, approval

The lead partner has been appointed for each milestone and is responsible for its achievement.

Once a milestone has been reached, the lead partner should send to the Project Leader and WP leader:

- the actual date of achievement (DD-MM-YYYY); and
- one line describing the milestone as a mean of verification.

The Coordinator will then submit it in the F&T portal.

In case of potential delays, the lead partner has to inform the Project Leader and WP leader with explanations and expected achievement date.

4.3   Reporting

Throughout the project, three types of reports have to be delivered:

- An Internal progress report at half way of each period;
- A Periodic Report, at the end of each period;
- A Final report, at the end of the project.

For each report, templates with guidance notes will be available on the project platform one month before the end of the period covered.

A guideline on H2020 financial rules, providing useful information on eligible costs, tips for the financial reporting and supporting documentation in case of audit, was provided in ppt version during the project kick off meeting. Furthermore, a dedicated workshop will be organized in the month of April.

Finally, a detailed practical guideline for periodic reporting will be issued before the first internal periodic report.

4.3.1   Calendar

To ensure timely submission of the above-mentioned reports, the deadlines set in table 10 must be respected.

Table 10. Periodic reports calendar

Type of report	Period covered	Deadline for filling the financial template by <u>all partners</u>	Deadline for filling the technical template <u>by WP leader</u> (technical part)	Deadline for submission to EC <u>by the Coordinator</u>
Internal periodic report 1	1 Jan. 2021 – 30 June 2021	15 Jul. 2021	15 Jul. 2021	n/a
Periodic report 1	1 Jan 2021 – 31 Dec. 2021	15 Jan. 2022	15 Jan. 2022	28 Feb. 2022
Internal periodic report 2	1 Jan. 2022 – 30 June 2022	15 Jul. 2022	15 Jul. 2022	n/a
Internal periodic report 3	1 Jul. 2022 – 31 Dec. 2022	15 Jan. 2023	15 Jan. 2023	n/a
Internal periodic report 4	1 Jan. 2023 – 30 June 2023	15 Jul. 2023	15 Jul. 2023	n/a
Periodic report 2	1 Jan. 2021 – 31 Dec. 2023	15 Jan. 2024	15 Jan. 2024	28 Feb. 2024
Final report	1 May 2020 – 31 Dec. 2022	31 Jan. 2022	31 Jan. 2024	28 Feb. 2024

4.3.2   Internal progress report

Internal progress reports are planned every 6 months.

These reports aim at monitoring the project progress and expenditures as well as detecting any problems and/or deviation of the workplan (DoA). They are internal to the Consortium so they won't be sent to the EU.

Each internal progress report includes:

1. A description of the work progress per WP

For the period in question, WP leaders should provide information about the status of their WP: progress of the work with regards to the objectives, deliverables, milestones, significant results, deviations from the workplan (DoA) and meetings held.

WP leaders will be responsible to gather all information from task leaders and complete the report's template in the platform.

A final draft will be produced by the Coordinator from the WP leaders' contributions and distributed to partners for review. Once approved, the report will be stored in the project platform.

2. A financial overview

Each partner will fill out an excel template with its efforts (in person-month) and costs per category and per WP for the period covered.

As interim progress reports will not be sent to the EC, financial data can be based on estimations: no need of certified costs and no Form C.

Note that the Project Management Team is available for constant support and guidance for partners' administrative staff. For any questions, please contact marija.sola@gmail.com.

4.3.3 Periodic reports to the EC

Two periodic reports are planned for AgriCapture project. One at M12 covering the period M1-M12 and another one at M36 covering the period M13-M36.

4.3.3.1 Technical report

It consists of two parts:

Part A: generated by the F&T portal on the basis of information provided by Partners to the Coordinator.

Part A contains:

- the cover page;
- a summary which can be used for publications by the EC;
- list of deliverables, milestones, critical risk, publications, dissemination activities, IPR, impact on SMEs, gender (to be completed online and generated by the Participant Portal).

Part B: narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. It is uploaded as a PDF document following the template of "Part B Periodic Technical report" available on the platform. In order to prepare the Part B, the WP leaders will compile the report on their WP together with the task leaders and complete the template on the platform.

The Coordinator will consolidate the provided information for both parts and send the complete periodic report to the partners for review. Once approved, the Coordinator will upload and submit it on the F&T portal and store one copy on the project platform.

4.3.3.2 Financial report

The financial report consists of:

An Individual financial statements (FormC): detailing the eligible costs for each budget category.

An explanation of the use of resources: with the person months per WP, subcontracting and explanation of major actual cost items if the amount exceeds 15% of personnel costs.

The financial report is completed by each partner. Then, its FSIGN will have to sign and submit it to the Coordinator through the F&T portal.

The Coordinator will have a final check on the financial report before submitting it to the EC.

4.3.4 Final report to the EC

In addition to the Periodic Report 2, a final report must be submitted within 60 calendar days following the end of the project.

The final report includes:

- A final publishable summary;
- A report on wider societal implications (incl. ethics, gender, awareness spreading);
- A report on the distribution of the community financial contribution;
- A Certificate on the financial statements (CFS) for each partner having a requested a total contribution of EUR 325 000 (or more) as reimbursement of actual costs and unit costs.

The Coordinator will prepare the report in consultation with the partners and circulate a final draft for review. Once approved, the Coordinator will submit the final version to the EC through the F&T portal.

5   Project budget and payments

5.1   Budget

5.1.1   Budget of the project

The maximum EU grant amount of AgriCapture is €2.972.324,50. The contribution is shared among the partners according to the Estimated budget indicated in Annex 2 of the GA.

This document provides the budget estimation per partner and per category. It is complemented by details included in the DoA: PM allocation per partner and per WP (Part A: Table 1.3.6. WT6 Summary of project effort in person-months) and Other Direct Costs justification (Part B: section 3.2 Resources to be committed).

This budget is based on **estimated** costs and person months.

Please note that in the financial statements (FormC), actual costs must be reported and not budgeted ones.

5.1.2   Budget transfers

A re-distribution of the budget between partners or between budget categories may be considered.

This re-distribution is allowed without requesting an amendment provided that it does not imply a substantial change to the action as described in the DoA (meaning the work is carried out as foreseen on the DoA).

All other re-allocations of budget items need to be discussed to decide whether to apply for an amendment to GA (change affecting the technical work).

In any case, the Coordinator and the Project Management Team must be informed.

Please note that the maximum grant amount can however never be increased.

5.2   Payments

5.2.1   Payments from the EC

Three payments are foreseen:

1. Pre-financing payment;
2. Interim payment;
3. Payment of the balance.

The different payments are transferred from the EC to the Coordinator. The Coordinator will then administer the financial contribution of the EC and transfer payments to partners according to the modalities agreed in the Consortium Agreement (Section 7: Financial provisions).

5.2.1.1 Pre-financing payment

The EC makes the pre-financing payment, equal to 75% of the total EU contribution, at the start date of the project.

Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission.

5.2.1.2 Interim payment

The EC will transfer the interim payment to the Coordinator after approval of the Periodic Report 1. It will be calculated on the basis of the accepted eligible costs and corresponding reimbursement rates

The amount of the pre-financing and interim payments cannot exceed 85% of the total amount (10% is kept by the EC until the last payment and 5% is taken for the EC Guarantee Fund).

5.2.1.3 Final payment

The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) and the amounts already paid.

If the total amount of the EU funding received by the Project is above the sum of (i) the EC contribution spent by Parties that underspent, and (ii) the EC contribution initially planned in Annex 2 for Parties that overspent, then the remaining EC contribution will be distributed among Parties that have spent more than planned, on a pro-rata basis, on the condition that the reason of their over spending is justified and validated by the Coordinator.

5.2.2   Distribution of the payments

The Consortium Agreement foresees the distribution of the EC payments in four instalments. **The installments are different from the costs claimed and subject to the submission and validation of the periodic reports (except for the first instalment).**

The payments from the Coordinator to the partners will be released as follows:

- 50% of prefinancing EC contribution in January 2021
- Remaining 50% of prefinancing EC contribution in January 2022 upon receipt of the technical reports from the Parties for the first reporting period (Month 1 - 12)
- 100% of interim EC payment upon acceptance of the period report (April/May 2022)
- 100% of final EC payment upon acceptance of the final report (March/April 2024)

Annex 1: AgriCapture mailing list

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