



<b>JERICO-DS DELIVERABLE</b> Joint European Research Infrastructure of Coastal Observatories <b>Design Study</b>	
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### APPROVALS

	Name	Organisation	Date	Visa
<b>Coordinator</b>	Puillat Ingrid	Ifremer	29/07/2021	X
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### Diffusion list

Consortium beneficiaries	Third parties	Associated Partners	other
X			

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## 1 EXECUTIVE SUMMARY

The purpose of this document is to define a consistent set of working procedures, processes and best practice guidelines in order to ensure Quality standards of the Project outcomes. This document represents a general Quality Assurance Plan (QAP) for the JERICO-DS project. Its main aims are:

- ◆ To manage the interaction between the beneficiaries during the work execution;
- ◆ To check the progress of the work, on a regular basis;
- ◆ To detail how and when the documentation has to be exchanged by the beneficiaries and with the European Commission;
- ◆ To set editorial standards for Project document contents;
- ◆ To complete existing documents for diffusion to public and other European projects.

This document is split into 4 parts plus annexes:

- ◆ SECTION I details how the JERICO-DS project is organised and how the relevant project management bodies will interact during the project;
- ◆ SECTION II explains how the communication within the Project is organised, and details the publication rules;
- ◆ SECTION III deals with the technical outputs of the Project;
- ◆ SECTION IV presents financial statements of the Project.

In addition to the present QAP, the Project will be guided by major reference documents that define the objectives, the work program and the operational procedures of the JERICO-DS project:

- ◆ The Grant Agreement (GrA) including its Annex I (Description of Actions or DoA) and Annex II (General conditions),
- ◆ the Consortium Agreement (CA) signed by all beneficiaries,
- ◆ guidance documents provided by the European Commission,

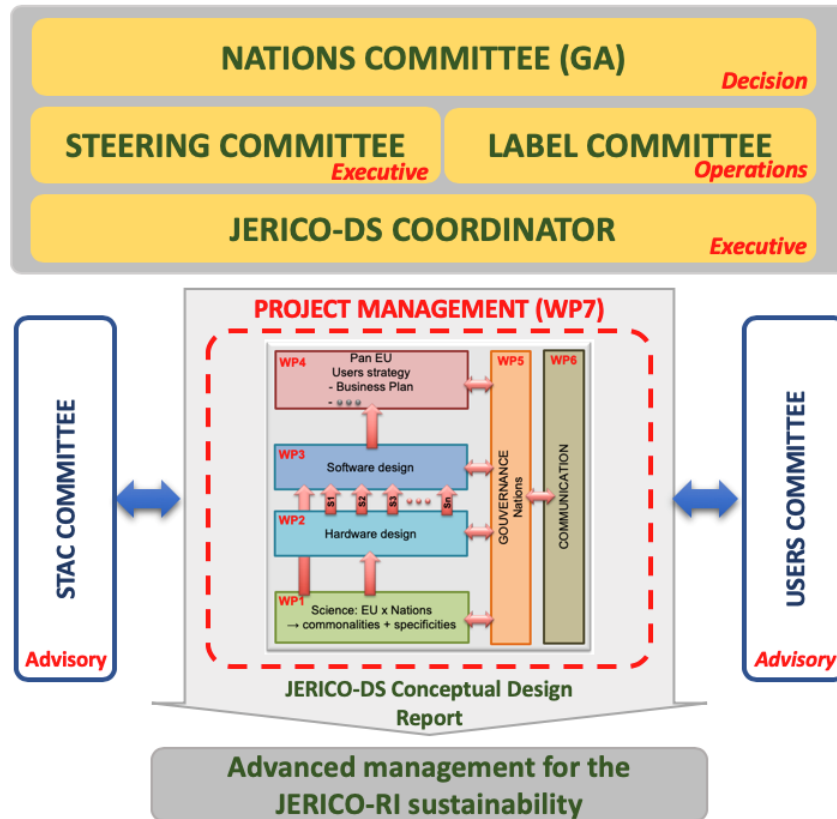
The identity card of the project is:

<b>Acronym/ Contract number</b>	JERICO-DS/ 951799	
<b>Title of the Project</b>	<b>Joint European Research Infrastructure of Coastal Observatories: Design study</b>	
<b>Starting date / End date</b>	1 <sup>st</sup> October 2020	30 <sup>th</sup> September 2023
<b>Total Budget Funding</b>	2 555 531,25 €	
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## 2 PROJECT ORGANISATION

### 2.1 General management scheme

The general management scheme is also presented in Chapter B of the JDS DoA.



The JERICO-DS project is a concise project with one partner per nation, but still requires close cooperation between institutions and organisations on an international scale. Extensive managerial efforts are required to:

1. Ensure that all beneficiaries perform the duties assigned in the GrA Annex I (DoA),
2. Ensure that all Deliverables/Milestones/Results are submitted on time and that each beneficiary has sufficient resources,
3. Detect and assist in problem solving, which may arise due to insufficient communication between beneficiaries or for any other reason.

Therefore, it is essential from a QA point of view that the management, at all levels of the Project (strategic, executive and operational), is well staffed and competent in its duties. The following paragraph describes the responsibilities of each entity.

Face-to-Face (F2F) meetings will be limited and Video Conferences (VC) will be preferably used in order to follow the work in progress. Meetings and workshops will be grouped together whenever possible in order to accelerate communication and avoid unnecessary trips and carbon dioxide emissions.

Concerning the voting rules, as specified in the CA (article 6.2.3 Voting rules and quorum); each Consortium body shall not deliberate and decide validly unless a quorum of its members is present or represented. If the quorum is not reached, and urgent decisions need to be made, the chairperson of the Consortium Body shall organise a virtual voting per e-mail or

per videoconference within 21 days, and will send the corresponding Minutes in accordance with Article 6.2.5 of the CA.

Body	Composition/Responsibilities	Decision approval	Planned meetings
<b>Coordinator</b>	<p>The JERICO-DS Coordinator will assume the responsibility of the technical, financial and administrative management of the Project on a day-to-day basis, according to the contractual guidelines. The Coordinator will be supported by a Coordination Team (CT) (see below) and will also assume the role of chairman of the General Assembly (GA), the sole interface between the EC and the beneficiaries. The Coordinator will administer the EC contribution, regarding its allocation between beneficiaries and activities.</p> <p><b>In particular, the Coordinator shall be responsible for:</b></p> <ul style="list-style-type: none"> <li>• chairing the meetings of the consortium bodies,</li> <li>• monitoring the compliance of the Parties with their obligations,</li> <li>• keeping the address list of members and other contact persons updated and available,</li> <li>• collecting, reviewing to verify consistency, and submitting reports and other deliverables (including financial statements and related certifications) to the European Commission,</li> <li>• transmitting documents and information connected with the Project, including copies of Accession documents and changes of contact information to any other Parties concerned,</li> <li>• administering the Community financial contribution and fulfilling the financial tasks,</li> <li>• providing, upon request, the Parties with official copies or originals of documents, which are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims,</li> <li>• seeking European Commission approval for changes to Annex 1 of the Grant Agreement (DoA),</li> <li>• signing partnership agreement(s) with Associated Partner(s).</li> </ul>	By GA	N/A
Body	Composition/ Responsibilities	Decision approval	Planned meetings
<b>Nation Committee (NC) and General</b>	The Nations Committee shall consist of the Coordinator and <u>one representative of each nation</u> involved in the Project ("Nations"), also acting in the general assembly.	Self-decision making organisation	At least once every 12 months

<b>Assembly (GA)</b>	<p>The General Assembly shall consist of one representative <u>of each Party</u>. A list of the General Assembly Members is given in the CA and Associated Partners are mentioned in Attachment 5 of the CA.</p> <p>The GA is responsible for strategic policy and decision making. The GA consists of representatives of all beneficiaries. Their main role is to oversee the strategy of JERICO-DS and coordination of the beneficiaries' activities in addition to making high-level decisions in order to facilitate integration of European coastal observatories. Technical re-orientations, validation of Project reviews, IPR and exploitation issues, as well as possible modifications of the consortium composition, are also part of the GA responsibilities. The GA ensures that the adopted strategy is respected in order to reach excellence. In order to facilitate the decision – making process, its Chairperson is the JERICO-DS Coordinator who consults members of the GA in-between meetings when needed.</p>		
<b>Steering Committee (SC)</b>	<p>With approval of the General Assembly, the SC will supervise the rightful execution of the Project and deal for example with technical, financial, scheduling, partnerships, dissemination and exploitation and sustainability aspects as provided in the Grant Agreement.</p> <p>The Steering Committee shall consist of the Coordinator and the Work Packages Leaders appointed by the General Assembly, as provided in attachment 8 hereto of the CA.</p> <p>The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise.</p> <p>The Steering Committee shall prepare the meetings, propose decisions foreseen in the CA and prepare the agenda of the General Assembly. It will be responsible for the proper execution and implementation of the decisions of the General Assembly.</p> <p>In addition, the Steering Committee shall collect information at least every 6 months on the progress of the Project, examine that information to assess the compliance of the Project with Annex I of the Grant Agreement (DoA) and, if necessary, propose modifications of Annex I of the Grant Agreement to the General Assembly.</p>	<p>Report to and be accountable to the GA</p>	<p>Every 6 months</p>
<b>Scientific and Technical</b>	<p>The Scientific Advisory Committee (STAC) is a consultative body set up for the purpose of maintaining communication and coordinated actions</p>	<p>Composition approved by GA</p>	<p>STAC meetings will be</p>

<b>Advisory Committee (STAC)</b>	<p>with other marine organisations to ensure cost effective marine research, to avoid duplication of effort, and to prospect fruitful “after JERICO-DS” scenarios.</p> <p>Additionally the STAC will be aware of :</p> <ul style="list-style-type: none"> <li>Evaluation of the intermediates and final reports on the Strategy for the future.</li> </ul> <p>The STAC is composed of representatives of marine research and/or stakeholder organisations (5 people). The members of the STAC will be proposed by the Steering Committee and nominated by the first General Assembly for the duration of this Consortium Agreement. The STAC designates its chairperson from its members.</p> <p>The Chairperson of the STAC may be invited to attend meetings of the Steering Committee and/or General Assembly in its consultative capacity. STAC meetings will be chiefly organised in connection with the Steering Committee.</p>		chiefly organised in connection with the Steering Committee.
<b>Body</b>	<b>Composition/ Responsibilities</b>	<b>Decision approval</b>	<b>Planned meetings</b>
<b>Coordination Team (CT)</b>	The Coordination Team (CT) is under the responsibility of the Coordinator.	No	TBD by the coordinator

## 2.2 Work Package management

The management of the WPs is one of the critical aspects of the JERICO-DS success.

The JERICO-DS Project is made of 7 Network Activity workpackages.

As the Steering Committee shall consist of the Coordinator and the Work Packages Leaders, (WPLs), the Coordinator will rely on them for the technical follow up of the project. WPLs are nominated for each work package (see the description of the different work packages; more details will be given in the Consortium Agreement) and they are committed:

WP #	WP Title	LEAD
1	NA1-Co-construction of a long term Coastal Science plan between nations and EU in the European RI landscape	02-CNR
2	NA2 -Technical Design for an Operational JERICO-RI	14-SYKE
3	NA3- JERICO e-Infrastructure design	13-SOCIB
4	NA4-Sustainability	10-MI
5	NA5-Governance and organization	01-IFREMER
6	NA6-Communication strategy	07-IH
7	NA7-COORDINATION	01-IFREMER

NA: WP1; 2; 3; 5; 6 - Coord: WP7

More information about the JERICO-DS WP's and tasks can be found in the JDS DoA.

## 2.3 Meetings

Meetings are crucial for the success of the JERICO-DS project. They are necessary to maintain relationship, to promote information exchange and to make agreements and to take major decisions. All beneficiaries have to participate in the GA meetings once every 12 months.

The consortium has decided to have face to face (F2F) meetings with the following minimum frequency:

- General Assembly: every 12 months;
- Official Steering Committee: every 6 months;
- Work Packages: on request.
- Others (related to the governance scheme, Advisory Committees, ...): on request.

Additional physical meetings may take place as required; the Consortium is also promoting video-conferences.

### 2.3.1 Official meetings

- **GA meetings**

One meeting every 12 months. The 4 planned GAs are the following:

#	Date/Period	Type of Meeting	Meeting Place/Convenor
1	October 2020	Kick-Off Meeting (KOM)	HZG (Germany)
2	November 2021	2nd GA	Rbins (Belgium)
3	November 2022	3rd GA	Deltares (Netherland)
3	September 2023	Final GA	Ifremer (France)

#### • Steering Committee meetings

One physical meeting every 6 months. If necessary, some extra meetings can be organised by video-conference at the request of the coordinator or a WP leaders.

### 2.3.2 Other meetings

#### • Workshops and Technical meetings

Technical meetings should take place within each WP. The periodicity is not contractually defined, although an average of three meeting per year (physical or by video-conference) is intended for each WP.

#### • Attendance to external events

The following procedure has to be followed by beneficiaries wishing to represent JERICO-DS at external events (conference, exhibition). The beneficiary will normally use its own allowance for travel and registration costs ;

Beneficiary sends the following information to the CT, with the lead time identified in the table below, to inform them about:

- Name of the persons joining the event (conference, exhibition, etc.);
- Justification of the attendance;
- Materials to be presented (slides, papers, presentation etc);
- Proposed publication or communication, to be approved by other interested beneficiaries.

Type of Meeting/Event	Deadline for the request
Event in Europe	3 weeks before the event
Event outside Europe	6 weeks before the event

Beneficiary can express if he/she wishes the CT to also attend the event.

### 2.3.3 Meeting organization

#### • Official (GA) and review meetings

The principle is that these meetings are convened with a long lead time in presence of all participants to allow every interested beneficiary to be present or represented.

Deliverable	Responsible and schedule
<b>Agenda</b>	<ul style="list-style-type: none"> <li>Produced by the CT</li> <li>Distributed one month prior the meeting to the interested beneficiaries</li> <li>Considered as a final version without comments within one week following its distribution</li> </ul>
<b>Actions list</b>	<p>The actions list is the summary of the main managerial, administrative and technical decisions taken during the meeting:</p> <ul style="list-style-type: none"> <li>Produced by the CT</li> <li>Distributed within two week after the meeting to the interested beneficiaries</li> <li>Considered as a final version without comments within one week following its distribution</li> </ul>
<b>Minutes</b>	<p>The minutes are a description of the main decisions taken during the meeting:</p> <ul style="list-style-type: none"> <li>Produced by the CT</li> <li>Distributed within one month after the meeting to the interested beneficiaries</li> <li>Considered as a final version without comments within two weeks following its distribution</li> </ul>

• **Other meetings (Work Packages, tasks, etc...)**

Deliverable	Responsible and schedule
<b>Agenda</b>	<ul style="list-style-type: none"> <li>Produced by the organizing beneficiary / WPL</li> <li>Distributed two weeks prior the meeting to the concerned beneficiaries and to the CT</li> <li>Considered as a final version without comments at the latest 2 days prior to the meeting</li> </ul>
<b>Minutes</b>	<ul style="list-style-type: none"> <li>Produced by the organizing beneficiary / WPL</li> <li>Distributed within two weeks after the meeting to the concerned beneficiaries and to the CT</li> <li>Considered as a final version without comments within one week following its distribution</li> </ul>

#### 2.3.4 Meeting evaluation

It is requested for the GA meetings to be evaluated.

The main objectives are:

- to assess how useful they have been,
- to improve their organisation and management if needed,
- to assess the understanding of the beneficiaries in the Project progress, their role and the role of the beneficiaries they work with, and to get some feedback on the Project Coordination.

## 3 PROJECT COMMUNICATION

### 3.1 Document and Image management

#### 3.1.1 Document confidentiality

All JERICO-DS documents are considered as “**consortium confidential**”, except when they are explicitly mentioned as public documents (PU) in the DoA.

#### 3.1.2 Document templates

All document templates can be found on the management website

In all document templates, the Author is the lead beneficiary responsible for the document delivery. The Author is a person only for publications

The following templates are available to produce any document:

- **For official correspondence:**
  - A official paper letter (Word format): only on request to the CT.
- **For general purposes:**
  - General Purpose Document (Word format)
  - Presentation Template (Power Point format)
- **For meetings:**
  - Meeting Agenda (PDF)
  - Meeting Minutes (Word format)
  - General Assembly Evaluation (Word format)
- **For reporting:**
  - Deliverable Template (Word format)
- **For financial follow-up: the following templates will be completed by each beneficiary**
  - Costs per Work Package
  - Use of resources

If needed, this list could be updated during the Project life.

#### 3.1.3 Image library

A special folder is available on the JERICO cloud to centralize all images, diagrams or photos useful for the Deliverables and other project reporting. Prior their upload, owners of these images, diagrams or photos are requested to check that they are free of rights and can be used by other beneficiaries under no restrictive conditions.

Images, diagrams or photos shall be named according the naming convention.

### 3.1.4 Naming conventions and versioning of documents (See annex IV)

Recommendations related to the document editing are:

- All documents have to be produced in the Microsoft Word format;
- Editing language should be set to UK English;
- The maximum size of the files should not exceed 10 Mbytes without annexes.

Documents	Programmes/format (at least)	Comments
<b>Reports</b>	MS Word for working versions and Acrobat PDF for final versions.	To be zipped as needed
<b>Calculation tables</b>	MS Excel	
<b>Slides</b>	MS PowerPoint	To be converted into .pdf before dissemination within the Consortium
<b>Images</b>	.gif or .jpg or png	
<b>Compressed files</b>	Quick zip; WinZip; 7 zip	

To facilitate their identification, documents produced during the Project (Deliverable, Milestone, report, presentation, minutes, paper, etc.) shall integrate the naming conventions defined in Annex IV.

## 3.2 Publications/Dissemination of Project knowledge

In addition to dissemination activities (ruled by the Plan for dissemination and promotion activities) and to contractual Deliverable, the Project is also expected to generate a substantial amount of publications destined for groups not directly participating in the Project and for the general public.

### 3.2.1 Enable free and open access to data.

The objective will be achieved by integrating all relevant coastal data and by facilitating their management through the EMODnet data systems (physical, chemical and biogeochemical) as well as other data management infrastructures such as SeaDataNet, Copernicus (CMEMS), OBIS (biological).

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

### 3.2.2 Types of publication and support

Publications may be wholly or largely based on work done for the Project and/or contain some material based on work done in the Project.

The following presentation modes are included under the term “publication”: an article or an editorial in a refereed or non-refereed international or national journal or conference, invited/keynote presentations at a conference, Ph.D. thesis, an internal report of an institute, M.Sc. thesis, a conference poster not included in proceedings, a stand at a fair, a popular journal, a newspaper interview, a flyer, a newsletter, a web page, etc.

### 3.2.3 Publication rules and approval procedure

Normal intellectual ownership and decency rules should be applied. Any proposed publication or communication, regardless of the media (including any plan or model), of the beneficiary's own Knowledge is required to be submitted to the other interested beneficiaries and to the European Commission. To this end, a brief description and the subject of the proposed publication or communication shall be submitted to the other beneficiaries. The beneficiaries shall have the right to object to the publication in accordance with the GrA.

The publication rules can be found on the management website.

#### **The procedure for approval is the following:**

Depending on the nature of the publication and in accordance with the lead time presented in this document, the author(s) send(s) to the CT their proposed publication 3 or 6 weeks prior to the date of publication or submission. The submission should include the following information:

- Date of publication/ submission
- Date, title and location of the actual diffusion of the publication draft
- Any other relevant information

The author(s) will include appropriate acknowledgement to the Project Consortium and the EC in publication such as:

Supported by the European Commission through the Horizon 2020 Programme for Research and Innovation action (RIA), the JERICO-DS project addresses the INFRAIA Programme : "Integrating and opening existing national and regional research infrastructures of European interest" and regroups 39 organizations from 19 countries with a EC contribution of 9.9 M€.

When referring to contributions from other beneficiaries, the author(s) is(are) free to phrase the acknowledgement, but must include names, institutes and a reference to the JERICO-DS Project such as the Internet website address (<https://www.jerico-ri.eu>).

The author(s) send(s) the publication to all interested beneficiaries for comments or approval.

The author(s) upload(s) the final version for publication.

## 4 TECHNICAL ASPECTS & MID TERM REVIEW PREPARATION

The Project deliverables are split into 2 categories:

- ◆ Technical including (contractual/non contractual) Deliverables and Milestones – see section 4.1
- ◆ Interim, periodic and final reports (project reporting within WPs) – see section 4.2

Technical Deliverables are the outputs of the tasks within the Work Packages, most of them are contractual and will be submitted to the EC (see Part B of the DoA). For instance, the eighteen-months interim report is an additional Deliverable; it aims to facilitate the preparation of EC periodic and final reporting and should present the work on progress, the financial follow-up (see 4.2.3 for the content) and contribute to anticipate eventual difficulties.

### 4.1 Technical Deliverables & Milestones (exclu. interim, periodic and final reports)

As per the schedule introduced in 4.1.1, Deliverables and Milestones shall be produced according to the following reporting recommendations:

- Quality Assurance of the Deliverables (see 4.1.2)
- Approval process and storage (see 4.1.3)

#### 4.1.1 Deliverables and Milestones schedule

Technical Deliverables and Milestones are to be delivered by the Project and assessed at the Due Date (DD) indicated in the DoA. Due Dates (last working day of calendar month) and responsible beneficiaries of Deliverables and Milestones are listed in the tables included in the DoA.

#### 4.1.2 Quality standard

The primary responsibility of Work Package leaders (WPL), Activity Coordinators (AC) and Project coordinator is to establish and maintain high standards of technical and professional quality with regard to the objectives set for the Project.

All technical Deliverables should be delivered with a summary report according to the following table and associated guidelines.

Deliverables	Technical specifications and Quality standards
Technical Deliverable Report (R)	Shall contain a detailed description of the technical aspects of the Deliverable. The template is available on the management website (category <a href="#">Deliverables</a> ). See Annex IV for the naming convention.
Prototypes (P)	Shall be accompanied with: <ul style="list-style-type: none"> <li>• A summary report following the template for technical Deliverables.</li> <li>• If needed: A user manual with schema of the prototype design.</li> </ul>
Milestones (MS)	Assessment shall be formalised in the Milestone assessment report (following the Milestone template) providing: <ul style="list-style-type: none"> <li>• The purpose of the Milestone</li> <li>• The status</li> </ul>

	<ul style="list-style-type: none"> <li>• The assessment criteria</li> <li>• The consequences of the Milestone result</li> </ul>
Others (O)	Shall contain a short description of the Deliverable with its main characteristics

The author(s) should comply with general recommendations given for scientific and technical reporting and publishing, and specifically verify that:

- Reference to public sources of information are given;
- Only persons who have significantly contributed to the project and manuscript preparation are listed as co-authors;
- The publication does not contain speculative opinions, although it can use scientific evidence to challenge current concepts or propose new ideas that will encourage progress and discussion;
- It is free of evident commercial or private interest, but must neither obscure proper names when they are required.

In the case of critical time delays, and in collaboration with the WPL, measures should be proposed in an effort to circumvent potential problems. These measures could be:

- Re-organisation and re-deployment of the project time plan. All affected beneficiaries should be informed with regard to the delay. It is of particular importance to attempt to minimise resulting project execution delays especially in the case of tasks comprising the critical path of the project;
- Re-allocation of scientific resources;
- Use of external beneficiaries in an effort to help the delayed working group to deploy its work in time or with an accepted time delay;
- Although not recommended, request of extension of time to the EC. The project Coordinator in this case presents a detailed report with the difficulties and drawbacks that led to violation of the time constraints and the measures taken during the project in order to overcome these problems as well as the beneficiaries responsible for the time delays.

#### 4.1.3 Process for delivery and storage of contractual Deliverables and Milestones

The principle of the process set up to ensure a proper delivery of the technical Deliverables and Milestones at the Due Date is presented hereafter.

The Deliverable/Milestone approval is based on a 5 level process:

Step 1: the **CT** (Coordination Team) confirms the Lead beneficiary(ies) about the Delivery Date of the Deliverable/Milestone to be provided;

Step 2: the lead beneficiary(ies) prepares the Deliverable/Milestone;

Step 3: the **WPL** (Workpackage Leader) approves the Deliverable/Milestone, emails to the Coordinator, the SC and informs of the Deliverable/Milestone availability;

Step 4: the **CT** updates the Deliverables/Milestones follow-up available on the website;

Step 5: the **CT** sends electronic copies of contractual Deliverables/Milestones to EC.

During this process, it is mandatory to indicate very carefully in the document the versioning of the document.

Note that all approved Deliverables will also be stored in the archiving system of IFREMER and accessible on the JERICO-RI website and the participant portal.

<b>Process for the delivery of Contractual Deliverable</b> <b>Start date (S) / End date (E) / Due Date (DD)</b> <b>WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (CT)</b>				
Step	When	What	Who	How
1	<b>30 days before DD</b>	Information about Deliverable schedule (DD).	CT	<ul style="list-style-type: none"> <li>Email to the Lead beneficiary(ies) with copy to WPL, AC and substitutes.</li> </ul>
2	<b>S: 30 days before DD</b> <b>E: 15 days before DD</b>	DL submitted to WP leader.	Lead beneficiary (ies) = author	<ul style="list-style-type: none"> <li>Upload first draft on the Cloud folder of the WP area.</li> <li>Email to the WPL (copy to the concerned AC, to other interfacing WPL, substitutes and to the CT) that a Deliverable is under validation by WP leader.</li> </ul>
3	<b>S: 15 days before DD</b> <b>E: 5 days before DD</b>	Approved Deliverable sent for storage and publication to the CT.	WPL	<ul style="list-style-type: none"> <li>Upload approved Deliverable with comments on the cloud WP folder.</li> <li>Email to the Coordinator, the concerned AC and the CT</li> <li><b>When Public</b>, email to the COM leader on the Deliverable availability.</li> <li>Inform of the Deliverable availability via the management website.</li> </ul>
4	<b>S: 5 days before DD</b> <b>E: DD</b>	Update the Deliverable Follow-up	CT	<ul style="list-style-type: none"> <li>Update the Deliverable track sheet available in the cloud management board (<i>Deliverable</i>)</li> <li>Storage on the JERICO-DS WEB</li> </ul>
5	<b>DD</b>	EC submission	CT	<ul style="list-style-type: none"> <li>Electronic copies sent to the EC portal</li> </ul>

Approval processes for contractual Deliverables and Milestones are identical.

## 4.2 Interim, periodic and final reporting

### 4.2.1 Interim, periodic and final reporting schedule

Deliverable		18	24	36	48
MID TERM	Mid term activity report and associated costs		MT		
PERIODIC	Periodic technical report	P		P	P
	- Activity report (work progress per WP, Deliverables table...)	P		P	P

	- Access Activity report (publicity for access, selection procedure, online questionnaires...)	P		P	P
	<b>Periodic financial report</b>	P		P	P
	<i>Report on the distribution</i>	P		P	P
	<i>Audit Certificates</i>	P		P	P
<b>FINAL</b>	<b>Final technical report</b>				<b>F</b>
	<b>Final financial report</b>				<b>F</b>

**MT** = Mid Term report, **P** = Periodic report, **F** = Final report

## 4.2.2 Periodic reporting (M18, M36, M48)

### 4.2.2.1 Periodic reporting Deliverables

Periodic reports have **to be submitted to the EC 60 days after the end of the reporting period**. There are three reporting periods (art. 3 of the GrA):

- **Period 1:** M1-M18
- **Period 2:** M19-M36
- **Period 3:** M37-M48

In order to optimise this short period, the approval process presented in 4.2.2.3 will have to be strictly respected.

### 4.2.2.2 Periodic reporting content and structure

The layout and content of the reports shall conform to the instructions and guidance notes established by the EC: they are available on the Cordis website.

The periodic reports shall include technical and financial aspects according to the following template:

- 1 - Publishable summary
- 2 - Project objectives for the period
- 3 - Work progress and achievements per WP during the period (See below specific instructions for TNA)
- 4 - Deliverables and Milestones tables (See Annexes V and VI for the first 18 months)
- 5 - Project management
- 6 - Explanation of the use of the resources
- 7 - Financial statement: Form C and summary financial report filled in on EC FORCE
- 8 - Certificates of financial statements –CFS- (if any)

To specifically report on TNA Activity under the section 3 of the periodic report (Work progress and achievements), the following additional information needs to be provided :

- Description of publicity for access opportunities
- Description of selection procedure
- Overview of TNA activity

- Scientific output of users
- User meetings
- Information from users collected through an on-line questionnaire: this will help the EC to evaluate the Research Infrastructures Action, to monitor the individual contracts and to improve the services provided to the scientific community.

#### 4.2.2.3 Approval process for periodic reporting: technical aspects

A specific process has been set up to ensure a proper delivery of periodic reports within 60 days after the Due Date. The document is elaborated through a multi-level process where key contributors report according to the template provided by the EC where technical and financial aspects shall be reviewed (see 4.2.2.2). This process presented hereafter only deals with technical aspects, please refer to 5 for financial aspects.

This process is presented hereafter, with the list of all contributors, the section they deal with and the dedicated folders of the cloud site they have to use for a compatible management of document storage. See the table below for all details for the first periodic report.

Step 1: the **CT** confirms to all **WPL** that the template of the periodic report is updated and partly completed available on the cloud site;

Step 2: each **WPL** reports on the progress of her/his WP in Part B (Work progress and achievements per WP) and, when completed, informs the **CT** about its contribution availability on the cloud site;

Step 3: the **CT** compiles the contributions from the **WPL** and uploads the draft of the periodic report on the Cloud site;

Step 4: **the Coordinator** contributes to other parts of the report, including financial aspects resulting from the process run in parallel with administrative representatives (see steps 2 and 4 of the financial reporting process, 5.2.3);

Step 5: based on financial follow-up provided by CT, **the WPL** could adjust their contributions;

Step 6: **the CT** informs of the periodic report availability via the management website, stores the report in read only version on the Cloud site and transmits it to the EC.

Approval process for technical reports				
Start date (S) / End date (E) / Due Date (DD)				
WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (CT)				
Step	When	What	Who	
1	30 days before DD	Template of the periodic report updated and partly completed (with part B)	CT to all WPL	♦
2	(S): 30 days before DD (E): 15 days before DD	Description of the work progress in Part B	WPL	♦

<b>Approval process for technical reports</b> <b>Start date (S) / End date (E) / Due Date (DD)</b> <b>WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (CT)</b>				
Step	When	What	Who	
3	(S): 15 days before DD (E): 8 days before DD	1) Compilation Part B of all WPL contributions.  2) Second draft of the periodic report.	CT	♦
4	(S): DD (E): 60 days after DD	Completion of the draft of the periodic report with financial information.	Coordinator	
5	(S): 15 days after DD (E): 30 days after DD	Revision of Technical information according to the received financial information	WPL	
6	(S): 30 days after DD (E): 45 days after DD	New draft of the periodic report.	CT	♦
7	(S): 45 days after DD (E): 60 days after DD	Final validation by the SC.	SC	
8	60 days after DD	Final approved version submitted to EC.	CT	

#### 4.2.2.4 Mid term review preparatory documents

A mid term review of the Project is planned in the GrA (Art. 7) and is based on the M18 periodic report.

#### 4.2.3 Final reporting (M36)

##### 4.2.3.1 Final reporting Deliverable

In addition to the last periodic report at M36, the final reports presented in 4.2.4.2 shall be submitted after the end of the project.

The final report has **to be submitted to the EC 60 days after the end of the project**. In order to optimise this short period, a specific approval procedure will have to be strictly respected. This procedure will be pragmatically set up after the approval by the EC of the first periodic report.

##### 4.2.3.2 Final reporting content and structure

The final report (M36) consists of the following additional documents:

**Final publishable summary report:** covering all the works, objectives, results and conclusions;

**Report on societal implications** covering the wider societal implications of the Project, in the form of a questionnaire, including where applicable gender equality actions, ethical issues, efforts to involve other actors and to spread awareness.

#### 4.2.4 Transmission of periodic and final reporting Deliverables

The Coordinator on behalf of the Consortium shall transmit the above documents to the EC by:

- Electronic means (pdf files)
- The originals and the audit certificates by express mail.

In addition, Forms C must be signed by the authorised person(s) within the beneficiary's organisations and the certificates of financial statements and on the methodology must be signed by an authorised person of auditing entities, and the originals shall be sent to the EC.

Each periodic report shall be in the form of **ONE** single report in electronic format, preferably in PDF format and include, where applicable, a copy (properly scanned) of the signed pages, the originals being sent in parallel by post. The signed pages concerned are the Forms C, the self declaration of the Coordinator and the audit certificates or certificates on the methodology.

The reports submitted to the EC, in particular their publishable parts, shall be of a suitable quality to enable direct publication without any additional editing. By submitting the publishable reports to the EC, the CT will also verify that they include no confidential material.

## 5 FINANCIAL ASPECTS

### 5.1 Pre-financing, interim and final payment of the balance

The pre-financing related to Management (MGT) and NA has been paid within 45 days after receipt of the funds.

Payments are delivered at the end **of each reporting period and after evaluation and approval of the project** reports and Deliverables (corresponding payment disbursed by the EC **within 105 days** of the receipt of project reports and Deliverables).

Interim payments are delivered at the end of each reporting period, after evaluation and approval of the project reports, within 90 days from the reception of the periodic report.

The coordinator must distribute the payments between the beneficiaries without unjustified delay.

Corresponding interim payments are based on financial statements and calculated on the basis of the accepted eligible costs and the corresponding reimbursement rates (Art 21.3 of the Annotated Grant Agreement (AGA)).

The total amount of interim payments plus the pre-financing is limited to 90 % of the EC contribution.

The payment of the balance is delivered after the final reporting (within 90 days from reception of final reports) and the EC releases the 5 % contribution to the Guarantee Fund.

### 5.2 Cost monitoring

#### 5.2.1 Eligibility criteria

The eligible costs are defined in Articles 6.1 and 6.2 of the Annotated Grant Agreement.

- **For actual costs:**

- they must be actually incurred by the beneficiary;
- they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report (see Article 20);
- they must be indicated in the estimated budget set out;
- they must be incurred in connection with the action and necessary for its implementation;
- they must be identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- 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

① **New:** non-deductible VAT paid is also eligible

- **Actual Cost are:**

- Real costs,
- Incurred by the beneficiary,
- Incurred during the duration of the Project,
- Determined according to the usual accounting of the beneficiary,
- Use for the sole purpose of achieving the objectives of the Project,
- Recorded in the accounts of the beneficiary,
- Indicated in the estimated budget appearing in the DoA.

### 5.2.2 Bases of financial follow-up

All financial statement forms and documents shall respect the guidelines provided by the EC.

The Annotated Grant Agreement is available on the following address:

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

Each beneficiary remains responsible to the EC for its costs claimed even after payment by the EC and even after submission of a Certificate of Financial Statements (CFS).

Original support documents must be kept for 5 years after the end of the Project.

Beneficiaries must keep all:

- Invoices (hotel, restaurant, purchases, etc.),
- Tickets (train, flight, metro, bus, etc.),
- List of presence signed by the participants to a meeting + programme,
- Other costs justifications.

### 5.2.3 Financial reporting (M18, M36)

All financial reports of the project (see the table of section 4.2.1) require the beneficiaries to complete the financial templates provided in Annex III

The financial reporting is based on the following process :

**Step 1:** the **CT** informs all beneficiaries about financial templates availability on the Cloud and the date they have to be provided;

**Step 2:** **each beneficiary** shall provide **from Due Date** the CT with information relative to costs incurred during the reporting period using the dedicated templates:

- Costs per category/beneficiary/WP (Template in Annex III) → similar to Form C;
- Use of resources → requested in the EC Reporting Template;
- Number of hours and of person.month (effort progress) per Deliverable and WP (Template in Annex III).

**Step 3:** the **CT** updates the section 6 (Explanation of the use of resources) of the periodic report;

**Step 4:** the **CT** will provide/publish **2 weeks later** a financial follow-up detailing:

- Total costs per WP and category (Template 4 in Annex VI),
- Effort progress (person.month) during the Project.

<b>Approval process for technical reports</b> <b>Start date (S) / End date (E) / Due Date (DD)</b> <b>WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (CT)</b>				
Step	When	What	Who	How
1	30 days before DD	Financial templates availability	CT	Upload on the cloud site the financial templates: Email to all administrative representatives (copy to WPL)
2	(S): DD (E): 15 days after DD	Template submission to CT	All Beneficiaries	Email to CT
3	(S): 15 days after DD (E): 30 days after DD	Update of section 6 of the interim/periodic report	CT	Using templates n°2 provided by all beneficiaries
4	(S): 15 days after DD (E): 30 days after DD	Submission of consolidated tables to AC and WPL	CT	Email to the WP leaders and AC. Tables archived.

#### 5.2.4 Financial statements (M18, M36)

In addition to the financial follow-up described above (see 5.2.3), periodic reporting to EC (M18 and M36) requires the delivery of financial statements at the end of the period, using the:

- Signed Form C (Financial Statements);
- Signed Form D if any (CFS).

**Note :** *There is only one way to submit Forms C: on the Web based application FORCE. Beneficiary has only access to his own Form C. Key actions to be performed are:*

- For the beneficiaries: electronic submission of Forms C to the CT,
- For the Coordinator: electronic submission of Forms C to the EC
- Eventual correction of Forms C when refusal by the CT or the EC.

**These statements give the additional steps presented here after:**

**Step 5:** all beneficiaries provide the forms C via the web-based tool FORCE and the certificates to CT;

**Step 6:** the **CT** updates financial part of the periodic report.

<b>Approval process for technical reports</b> <b>Start date (S) / End date (E) / Due Date (DD)</b> <b>WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (CT)</b>				
Step	When	What	Who	How
5	(S): 15 days after DD (E): 30 days after DD	1) Financial Statement: Form C and Summary financial report provided via the web  2) Original Form C and CFS provided to CT	All beneficiaries	<ul style="list-style-type: none"> <li>◆ Inform the CT that the Form C is completed on-line</li> <li>◆ Send the original versions of the Form C and CFS (if applicable) to CT</li> </ul>
6	(S): 30 days after DD (E): 45 days after DD	Update of the financial part of the periodic reports	CT	<ul style="list-style-type: none"> <li>◆ Electronic copies of all Forms C and certificates if needed</li> </ul>

### 5.3 Certificate of Financial Statements (CFS)

Certificate of Financial Statements (CFS) are forms filled in by an external auditor selected by the beneficiary. They contain a number of questions (controls) which the auditor is asked to answer (check) in verifying the beneficiary accounting and control system or document in relation to the execution of the project.

- CFS are only required when the cumulated Community financial contribution (not costs!) requested exceeds 325,000€,
- CFS must certify all eligible costs of the period,
- CFS must be submitted following the templates provided in Annex IV of the GA,
- CFS are prepared and certified by independent auditors.

## 6 ANNEXES

### 6.1 Coordination Team (CT) and Work Package Leaders (WPL)

The persons in the above governing and operational bodies of the JERICO-DS project are listed below (**PC** : Primary Contact **S** : Substitute).

#### 6.1.1 Coordination Team (CT)

JERICO-DS Coordination Team						
Beneficiary	Person			Activity Coordinators	Roles	
	First Name LAST NAME	Email Address	Phone Number			
	Ingrid PUILLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09		WP7	<b>PC</b> <ul style="list-style-type: none"> <li>Communication</li> <li>Indicators</li> <li>Amendments to GrA, CA</li> <li>Meeting coordination</li> </ul>
	Laurent DELAUNEY	Laurent.delauney@ifremer.fr	+ 33 2 98 22 46 36			<b>S</b> <ul style="list-style-type: none"> <li>Second in command</li> <li>Management website</li> </ul>
	Thomas Leroy	Thomas.leroy@ifremer.fr				<ul style="list-style-type: none"> <li>Financial Management</li> </ul>
	Elodie JOUSSET	Elodie.jousset@ifremer.fr	+33 2 98 22 43 90			<ul style="list-style-type: none"> <li>Contractuel contact</li> <li>Consurtium agreement</li> </ul>

#### 6.1.2 Steering Committee (SC) – WP Leads WPL

Steering Committee members (As approved during the JDS VSC 2020.12)				
		Members	(Wps Coleaders, for information only as WPs coleaders are not member of the SC)	other to contact
Science	WP1	Marcello Magaldi. (CNR)	Holger Brix (HZG) / Antoine Gremare (CNRS)	
HW Design	WP2	Jukka Seppala (SYKE)	Anouk Blauw (Deltares) / Andrew King (NIVA)	
Soft design	WP3	Joaquin Tintore (SOCIB) / Juan Gabriel Fernandez	Sebastien Legrand (RBINS) / Patrick Goringe (SMHI)	Juan Gabriel Fernandez + Miguel Charcos*
Pan EU User strat	WP4	Paul Gaughan (MI)	Inga Lips (Eurogoos) / Georges Petihakis (HCMR)	
Governance	WP5	Ingrid Puillat (IFREMER)	Henning Wehde (IMR)	
Comm	WP6	Joao Vitorino (IH)	Urmaz Lips (Taltech) / Martin Pfannkuchen (IRB)	

## 6.2 List of the members of JERICO-DS Committees

### 6.2.1 Scientific and Technical Advisory Committee (STAC)

The STAC is appointed by the General Assembly, and shall provide the Project Management team and the Steering Committee with independent external advices on various issues relevant to the project. Such interactions will be organized during specific STAC meetings with the STAC members and the Steering Committee members. Scientific Advisory Board provides (ad hoc) advices to the Partner Assembly and the Steering Committee without decision authority in the Consortium.

Country	Institution & Name(s)	COMMENTS / INFO	E-mail	Confirmed by SC vote ?
US	<b>OceanOBS coastal session leader</b> Suggested : Jack Barth (Oregon State University, USA)	Jack Barth, Executive Director Marine Studies Initiative Professor, College of Earth, Ocean, and Atmospheric Sciences 300 Strand Ag Hall Corvallis, OR 97331 541-737-1607	jack.barth@oregonstate.edu	YES
Canada	<b>OCN</b> Suggested : Dr. Richard Dewey Associate Director, Science Ocean Networks Canada		rdewey@uvic.ca	YES
Australia	<b>IMOS</b> Suggested : Sebastien Mancini OR Jacqui Hope	<a href="http://imos.org.au/about/about-imos/governance">http://imos.org.au/about/about-imos/governance</a>	sebastien.mancini@utas.edu.au Jacqui.Hope@utas.edu.au	YES
EU	<b>CMEMS</b> Suggested : P.Y. Le Traon or recommendation	Pierre Yves Le Traon (or someone suggested by PYLT)		YES
EU	<b>OSPAR</b> Suggested : Jo Foden	Jo Foden is leaving OSPAR --> ask her for a recommendation ? (Veronique C.)	jo.foden@ospar.org	YES
EU	<b>Marine board</b> Suggested : Sheila Heymans (Executive Director)	Comment 1 : should ask to Gilles Lericolais (Ifremer) about names		YES
EU	<b>JERICO/JERICO-NEXT/etc.</b> Suggested : Patrick Farcy		patrick.farcy@ifremer.fr	YES
EU	<b>Horizon europe Mission on ocean and coast</b> Suggested : François GALGANI	Comment 1 : <a href="https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&amp;groupID=3666&amp;Lang=FR">https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&amp;groupID=3666&amp;Lang=FR</a>	francois.galgani@ifremer.fr	YES
EU	<b>EUROSEA</b> Suggested : contact and ask for a female representative	Recommend that the missing member for EUROSEA is female		YES

### 6.2.2 RIs Board (RIB)

The RIB is an advisory committee and will gather representatives of marine, river and terrestrial RIs such as EMSO, EuroArgo, EMBRC, ICOS, DANUBIUS, LIFEWATCH, AQUACOSM, e-LTER, etc. The RIB constitution is validated by the Steering Committee. It will foster interoperability and synergies for contributing to a comprehensive European RI service.

<b>Ris Board (RIB)</b>		
<b>Ifremer (Chair)</b>	<b>Ingrid Puillat</b>	
<b>EMSO</b>	Juanjo Danobeitia	juanjo.danobeitia@emso-eu.org,
<b>EuroArgo</b>	Sylvie Pouliquen	Sylvie.Pouliquen@ifremer.fr, sylvie.pouliquen@euro-argo.eu
<b>EMBRC</b>	Nicolas Pade	nicolas.pade@embrc.eu,
<b>ICOS</b>	Werner	werner.kutsch@icos-ri.eu,
<b>DANUBIUS</b>	Dr Adrian Stanica	astanica@geoecomar.ro,
<b>LIFEWATCH</b>	Christos Arvanitidis	ceo@lifewatch.eu,
<b>AQUACOSM</b>	Dr. Jens C. Nejstgaard	nejstgaard@igb-berlin.de,
<b>e-LTER</b>	Dr. Michael Mirtl	michael.mirtl@umweltbundesamt.at,
<b>EPOS ?</b>		

### 6.2.3 Nation Committee (NC)

The Nations Committee shall consist of the Coordinator and one representative of each nation involved in the Project ("Nations"), also acting in the general assembly. The Nations Committee shall be chaired by EuroGOOS.

The Nations Committee members list as appointed upon the Consortium Agreement is provided in attachment 8 of theca. In addition, the Coordinator will invite representatives of European and/or H2020 associated countries coastal observing to attend yearly meetings of Nations Committee during the Kick Off meeting, and the following three General Assemblies. The Nations Committee will be kept informed of the JERICO-DS Project's progresses through the work performed in the frame of WP6 dedicated to efficient communication (T6.3). The Nations Committee will meet every six (6) months in plenary face to face or videoconference meetings and every two months through videoconferences.

<b>Nations Committee</b>			
	<b>COUNTRY</b>	<b>Nations representatives</b>	<b>Deputies</b>
0	Chairperson	Henning Wehde (EuroGOOS)	
1	FRANCE	Lucie Cocquempot (IFREMER)	Antoine GREMARE (CNRS)*
2	ITALY	Annalisa GRIFFA (CNR)	C. SOLIDORO (OGS)*
3	NETHERLANDS	Anouk BLAUW (Deltares)	Kees Borst (RWS)
4	GREECE	Leonidas PERIVOLIOTIS (HCMR)	
5	GERMANY	Holger BRIX (Hereon)	Philipp Fischer (AWI)
6	PORTUGAL	Joao VITORINO (IH)	
7	NORWAY	Helene Frigstad (NIVA)	Andrew KING (NIVA)*
8	CROATIA	Martin PFANNKUCHEN	
9	IRELAND	Alan BERRY (MI)	
10	BELGIUM	Sébastien LEGRAND (RBINS)	
11	SWEDEN	Patrick GORRINGE (SMHI)	
12	SPAIN	Joaquin TINTORE (SOCIB)	Julien MADER (AZTI)*
13	FINLAND	Jukka SEPPALA (SYKE)	Lauri LAAKSO (FMI)*
14	ESTONIA	Taavi LIBLIK(Taltech)	



## 6.4 Naming conventions

### 6.4.1 Deliverables, Milestones and Internal reports

Document status	File name
Draft	JERICO-DS-WP<wp number>-<D or MS or Rep. Number>-<DDMMYY>-V<V_Num>
Final	JERICO-DS-WP<wp number>-<D. or MS. or Rep. Number>-<Resp. beneficiary>

*e.g : JERICO-DS-WP5-D5.2-03/05/2021-V1.1*

### 6.4.2 Conference and journal papers

Document status	File name
Draft	JERICO-DS-<Paper title>-<Submitted Where and When>-<DDMMYY>-V<V_Num>
Final	JERICO-DS-<Paper title>-<Submitted Where and When>-<DDMMYY>

*e.g : JERICO-DS-This is the title of the journal paper-Bergen-120921-V1*

### 6.4.3 Meeting agenda, minutes and actions list

Document status	File name
Draft/Final	JERICO-DS-WP<wp number>-<Type>-<Date of the meeting>- V<V_Num>

*e.g : JERICO-DS-WP6-SC-271021-V1*

### 6.4.4 For periodic and final reports: M18, M36, M48

Document status	File name
Periodic	JERICO-DS-WP0<WPnumber>-PERIODIC-< targeted period of the reporting period for the EC sending (M18, M36, M48)> -<DDMMYY>-V<V_Num>
Final	JERICO-DS-WP0-<number of the deliverable>-PERIODIC-< targeted period of the reporting period for the EC sending (M18, M36, M48)> -<DDMMYY>

*e.g.: JERICO-DS-WP8-PERIODIC-M18-290121-V1*

## 6.5 Deliverables for the first 18 months

WP No	Del Rel. N	Del No	Title	Lead Beneficiary	Nature	Est. Del. Date (annex I)
WP8	D8.1	D23	POPD - Requirement No. 1	IFREMER	Ethics	31 Oct 2020
WP7	D7.1	D20	Consortium Agreement	IFREMER	Report	31 Mar 2021
WP7	D7.2	D21	Quality Assurance Plan	IFREMER	Report	31 Mar 2021
WP1	D1.1	D1	Preliminary report for long-term scien	CNR	Report	31 Mar 2022
WP1	D1.2	D2	First elements to unify environmental	IFREMER	Report	31 Mar 2022
WP2	D2.1	D4	Technical and Technology outlook for i	IMR	Report	31 Mar 2022

## 6.6 Milestone for the first 18 months

Number	Name	Lead Beneficiary	Delivery Date (Annex I)
1	Vision and mission outlined	CNR	31 Mar 2021
7	Workshop with NRs and J-S3 for technology outlook and roadmap	IMR	31 Mar 2021
21	Workshop on long term national commitment framework	HCMR	30 Apr 2021
2	Interaction between institutions and funding bodies implemented	CNR	30 Sep 2021
8	Joint WP2, WP3 and WP4 workshop for JERICO-RI design	IMR	30 Sep 2021
13	e-JERICO requirements compiled	SMHI	30 Sep 2021
14	Draft access policy	RBINS	30 Sep 2021
18	Draft e-JERICO data management plan	SMHI	30 Sep 2021
22	Workshop on socio-economic impact assessment of RI	HCMR	30 Sep 2021
26	First annual reporting on progress made on communication with national authorities	IFREMER	30 Sep 2021
27	Strategic synthetic document to co-construct JERICO-RI in the Landscape of environmental	HZG	30 Sep 2021
28	Report on organisation of the JERICO label committee finalised	CNR	30 Sep 2021
31	Periodic report on Dissemination and exploitation of knowledge	IH	30 Sep 2021
32	Identified Potential Communication KPIs to feed general KPIs table	IRB	30 Sep 2021
33	Report the selected tool and its possible evolution according to the dynamics, as well as t	IRB	30 Nov 2021
5	KPIs for an operational JERICO-RI	HZG	31 Mar 2022
9	Workshop with NRs and J-S3 for technology gap analysis and roadmap	DELTARES	31 Mar 2022
10	KPIs for JERICO-RI technological implementation	SYKE	31 Mar 2022
15	Draft security policy	RBINS	31 Mar 2022
19	KPIs for the JERICO-RI e-Infrastructure	SOCIB	31 Mar 2022

## 6.7 Acronym Glossary

<b>AP</b>	Associated Partner(s)
<b>CA</b>	Consortium Agreement
<b>CFS</b>	Certificate of Financial Statements
<b>CO</b>	Confidential delivery, only for members of the Consortium (incl. the European Commission services)
<b>DD</b>	Due Date (or Delivery Date)
<b>DoA</b>	Description of Actions = Annex I of the Grant Agreement
<b>EC</b>	European Commission
<b>ESF</b>	European Science Foundation
<b>F2F</b>	Face-to-Face
<b>FAQ</b>	Frequently Asked Questions
<b>GA</b>	General Assembly
<b>GrA</b>	Grant Agreement
<b>JRA</b>	Joint Research Activity
<b>KOM</b>	Kick-Off Meeting
<b>NA</b>	Networking Activity
<b>O</b>	Other
<b>P</b>	Prototype
<b>PC</b>	Primary Contact
<b>PM</b>	Person-month
<b>CT</b>	Coordination Team
<b>PP</b>	Delivery restricted to other programme participants (including the European Commission services)
<b>PU</b>	Public
<b>QAP</b>	Quality Assurance Plan
<b>QI</b>	Quality Indicator(s)
<b>R</b>	Report
<b>RE</b>	Delivery restricted to a group specified by the consortium (incl. the European Commission services)
<b>S</b>	Substitute
<b>SA/VA</b>	Service Access/Virtual Access
<b>SC</b>	Steering committee
<b>SCT</b>	Scientific Coordination Team
<b>TL</b>	Task Leader
<b>TNA/TA</b>	Trans National Access
<b>VC</b>	Video-conference
<b>WP</b>	Work Package(s)
<b>WPL</b>	Work Package Leader(s)
<b>WPcL</b>	Work Package Co-Leader