Joint European Research Infrastructure network for Coastal Observatories

D11.2 QUALITY ASSURANCE PLAN

Grant Agreement n° 262584
Project Acronym: JERICO
Project Title: Towards a Joint European Research Infrastructure network for Coastal Observatories

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Quality Assurance Plan

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Grant Agreement n° 262584

Acronym : **JERICO**

Title: TOWARDS A JOINT EUROPEAN RESEARCH INFRASTRUCTURE NETWORK FOR COASTAL OBSERVATORIES

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3	20/02/13	Third applicable version	HCMR & IFREMER

Diffusion list				
Consortium beneficiaries	X			
Third parties				
Associated Partners				

Contents

1. GENERAL PURPOSE OF THE DOCUMENT

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 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 five parts:

- SECTION I details how the JERICO 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

plus various annexes.

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

- the Grant Agreement (GrA) including its Annex I (Description of Work or DoW) and Annex II (General conditions),
- the Consortium Agreement (CA) signed by all beneficiaries,
- guidance documents provided by the European Commission,
- the Plan for dissemination and promotion activities as prepared by WP6 leader and approved by the Coordinator

These documents are available on the management.

The identity card of the project is:

Acronym/ Contract number	JERICO/ 262584	
Title of the Project	TOWARDS A JOINT EUROPEAN RESEARCH INFRASTRUCTURE NETWORK FOR COASTAL OBSERVATORIES	
Starting date / End date	1st May 2011	30th April 2015
Total Budget	8 931 706,78 €	
Community Financial Contribution	6 500 000,00 €	
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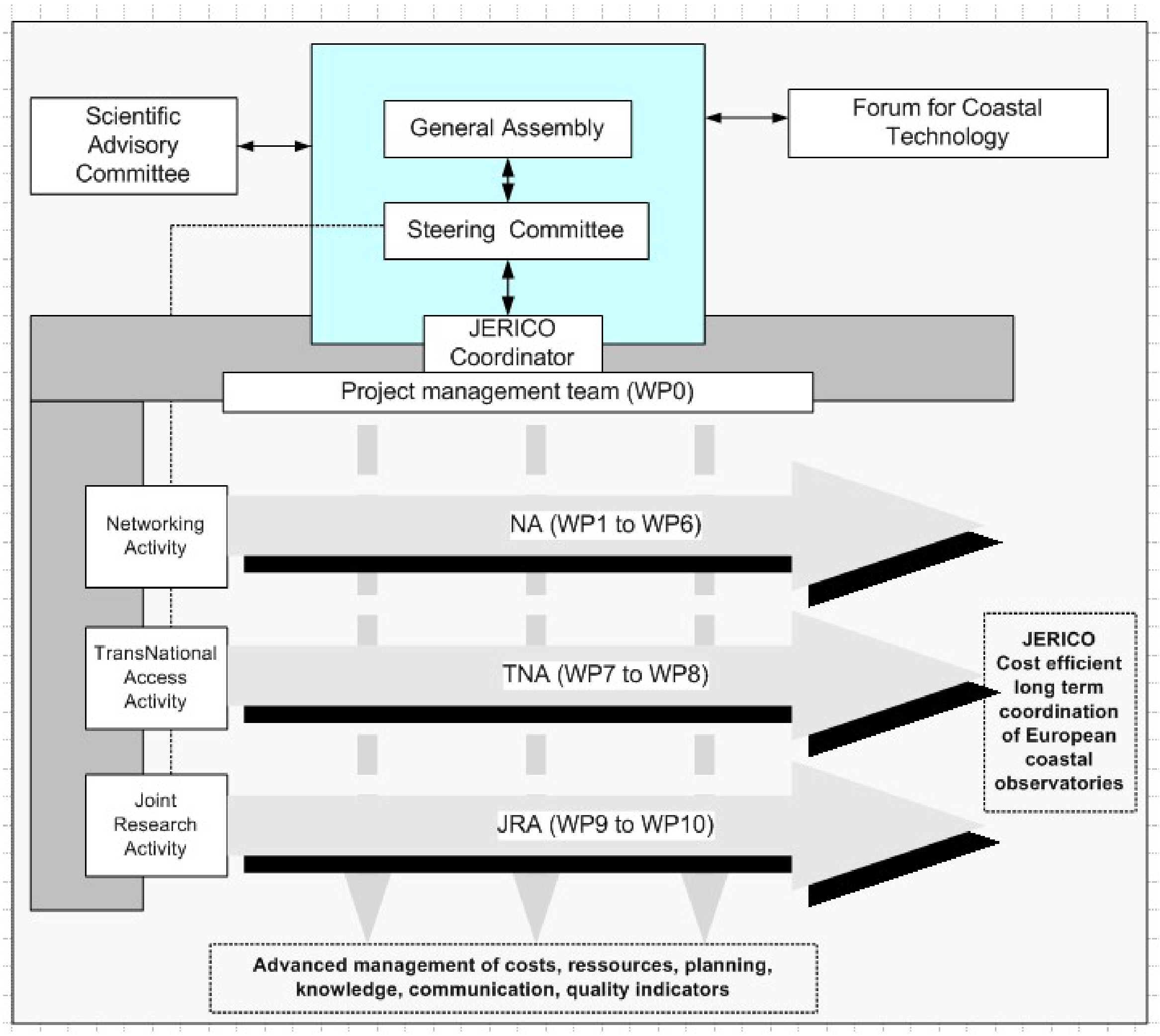
2. PROJECT ORGANIZATION

2.1. General management scheme

The general management scheme is also presented in the chapter B of the DoW.



2.2. Project bodies description and responsibilities

The JERICO project is large and requires close cooperation between many institutions and organisations on an international scale. Extensive managerial efforts are required to:

- Ensure that all beneficiaries perform the duties assigned in the GrA Annex I,
- Ensure that all Deliverables/Milestones/results are handed in on time and that each beneficiary has sufficient resources,
- Detect and help to solve problems, which may arise due to insufficient communication between beneficiaries or for any other reason.

Therefore, it is essential from an 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 emisions.

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, telefax 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
Coordinator	The JERICO 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. He will be supported by a Project management team (see below). He will also be the chairman of the General Assembly (GA), the sole interface between the EC and the beneficiaries. He will administer the EC contribution, regarding its allocation between beneficiaries and activities. **In particular, the Coordinator shall be responsible for:** ◆ chairing the meetings of the consortium bodies, ◆ monitoring the compliance of the Parties with their obligations, ◆ keeping the address list of members and other contact persons updated and available, ◆ collecting, reviewing to verify consistency, and submitting reports and other deliverables (including financial statements and related certifications) to the European Commission,	By GA	N/A

	♦ transmitting documents and information connected with the Project, including copies of Accession documents and changes of contact information to any other Parties concerned, ♦ administering the Community financial contribution and fulfilling the financial tasks described in Article 7.3, ♦ 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, ♦ seeking European Commission approval for changes to Annex 1 of the Grant Agreement, ♦ signing partnership agreement(s) with Associated Partner(s).		
Body	Composition/ Responsibilities	Decision approval	Planned meetings
General Assembly (GA)	The General Assembly shall consist of one representative of each Party. A list of the General Assembly Members and Associated Partners is mentioned in Attachment 4 of the CA. 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 and coordination of the beneficiaries' activities as well as to make 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 makes sure that the adopted strategy is respected in order to reach excellence. In order to facilitate the decision – making process, its Chairperson is the JERICO Coordinator who consults members of the GA in-between meetings when needed. The GA will be assisted by permanent Committees (such as Scientific Advisory –SAC) which are represented in its meetings.	Self-decision making organisation	At least once every 18 months
Steering Committee (SC)	The Steering Committee shall monitor the effective and efficient implementation of the Project. The Steering Committee shall consist of the Core Parties as identified in the DoW and the Coordinator. The Steering Committee shall invite one representative of two External Experts to be	Report to and be accountable to the GA	Every 9 months

	part of the Steering Committee with in a consultative capacity. The External Experts are the European Environmental Agency (EEA) and the ESF Marine Board. A list of the Steering Committee Members is mentioned in Attachment 5 of the CA. The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise. The Steering Committee shall prepare the meetings, propose decisions foreseen in Article 6.3.1.2 of 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. 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 and, if necessary, propose modifications of Annex I of the Grant Agreement to the General Assembly.		
Scientific Advisory Committee (SAC)	The Scientific Advisory Committee (SAC) is a consultative body set up for the purpose of maintaining communication and coordinated actions with other marine organisations to ensure cost effective marine research, to avoid duplication of effort, and to prospect fruitful "after JERICO" scenarios. Additionally the SAC will be aware of : - TNA call evaluation - JRA R & D strategy and results - Evaluation of the intermediates and final reports on the Strategy for the future. The SAC is composed of representatives of Marine research and/or stakeholder organisations (5 people). The members of the SAC will be proposed by the Steering Committee and nominated by the first General Assembly for the duration of this Consortium Agreement. The SAC designates its chairperson from its members. The contact details of members will be listed in Annex II. The Chairperson of the SAC may be invited to attend meetings of the Steering Committee and/or General Assembly in its consultative capacity. SAC meetings will be chiefly organised in connection with the Steering Committee.	Composition approved by GA	SAC meetings will be chiefly organised in connection with the Steering Committee.
Forum for Coastal Technology Advisory	The FCTAC is a consultative body comprising representatives from Industry involved with coastal technologies. Its role is: - to set up common tasks and working	Composition approved by 1st GA	At least once a year

Committee (FCTAC)	groups of mutual interest, - to advise on the development of high-tech tools able to improve marine research, - to advise the General Assembly and Steering Committee of new directions for collaborations and enhancement of relationships among industry, marine research and infrastructures, - to use and exchange high-tech equipment for advanced research, - to organise workshops regarding coastal technology.		
Body	Composition/ Responsibilities	Decision approval	Planned meetings
Project Management Team (PMT) & Scientific Coordination Team (SCT)	The Project Management Team (PMT) is under the responsibility of the Coordinator. The contact details of the PMT and SCT members are listed in Annex I.	No	TBD by the coordinator
Work Package leaders (WPL)	The Work Package leaders (WPL) are responsible for the animation of each WP. The WPL contact details are listed in Annex I. The 11 WPL are involved in defining how to achieve the objectives. Therefore, the JERICO Coordinator will rely on them for the technical follow up of the Project. WPL are nominated for each WP and committed to: ♦ Control the progress of the scheduled work within the WP in terms of technical achievement, planned Deliverables and expenses, in order to ensure the accomplishment of the technical objectives of the WP, ♦ Assess the Quality of the outputs from their WP including the level of Quality of their own Deliverables, ♦ Initiate and participate actively in the technical meetings necessary for work progress, and report minutes of meetings, ♦ Refer to the AC in case of major issue that affects the completion of the work foreseen.	By SC	When needed
Task leaders	The task leaders are defined for each task in the DoW. They are responsible for : ♦ Planning of work & Deliverables, ♦ Reporting of work progress to the WPL.	By WPL	When needed

2.3. Work Package management

The management of the WP is one of the critical aspects of the JERICO success.

The JERICO Project is divided into 3 activities (Coordination, Support and Joint Research Activities) embedding 10 Work Packages, under a management scheme (WP11).

Activity / Work Package / Task	Leader
WP11 – MANAGEMENT OF THE PROJECT	IFREMER
T11.1 Day to day management	IFREMER
T11.2 Financial follow-up	IFREMER
T11.3 Technical reporting	IFREMER
T11.4 Quality Assurance plan	IFREMER
T11.5 Consortium Animation	IFREMER
T11.6 Other management-related issues	IFREMER

Activity / Work Package / Task	Leader
COORDINATION ACTIVITIES (COORD)	
WP1 - A COMMON STRATEGY	INSU/CNRS
T1.1 - Set up the scene and implementation plan	INSU
T1.2 - JERICO label	HCMR
T1.3 - Forum for coastal technology	MI
T1.4 - Definition strategy and interfaces with the monitoring of marine biodiversity	NIOZ
T1.5 - Roadmap for the future	INSU
T1.6 - User modality access for the Trans National Activities	CNR
WP2 – STRENGTHENING REGIONAL AND TRANS-REGIONAL ACTIVITIES	IMR
T2.1 - State of the Art in the coastal observing systems	IMR
T2.2 - Cross regional integration and demonstration	SMHI
WP3 – HARMONIZING TECHNOLOGICAL ASPECTS	HZG
T3.1 - Ferrybox	HZG
T3.2 - Gliders	CSIC
T3.3 - Fixed platforms	CEFAS
WP4 - HARMONIZING OPERATION AND MAINTENANCE METHODS	HCMR
T4.1 - Calibration	HZG
T4.2 - Bio fouling prevention	CNR
T4.3 - End to end quality assurance	HCMR
WP5 – DATA MANAGEMENT AND DISTRIBUTION	OGS
T5.1 - Create value for measured data	OGS
T5.2 - Harmonization of delayed mode data management procedures wtih SeaDataNet	IFREMER
T5.3 - Harmonization of real-time data management procedures with MyOcean and EuroGOOS and the institution	IFREMER
WP6 – OUTREACH	CEFAS
T6.1 - Development of end-user products and services	CEFAS
T6.2 - The JERICO OceanBoard	CEFAS
T6.3 - The JERICO Summer School	UoM

Activity / Work Package / Task	Leader
SUPPORT ACTIVITIES (SUPP)	
WP7 - SERVICE AND DATA ACCESS	IFREMER
T7.1 - Data access preparation and handling	IFREMER
T7.2 - TOP 1 Processing Value added products	BL
T7.3 - TOP 2 Integrating data from fishing fleets into regional observing systems portals	IFREMER/CNR
T7.4 - TOP 3 Combined buoys and ferry box data	NIVA/HCMR
WP8 – TRANSNATIONAL ACCESS TO COASTAL OBSERVATORIES	CNR
T8.1 - Call and peer review	CNR
T8.2 - Access implementation and reporting	CNR

Activity / Work-package / Task	Leader
JOINT RESEARCH ACTIVITIES (JRA)	
WP9 - NEW METHODS TO ASSESS THE IMPACT of COASTAL OBSERVING SYSTEMS	CMCC
T9.1 - Science Coordination	CMCC
T9.2 - Impact of existing observational platforms on estimates of coastal processes by the use of high resolution coastal models	HCMR
T9.3 - Impact of future coastal observing platforms on the estimates of coastal processes by the use of high resolution coastal models	DMI
WP10 - IMPROVED EXISTING AND EMERGING TECHNOLOGIES	MI
T10.1 - Developments of new tools and strategies for the monitoring of key biological compartments and processes	INSU
T10.2 - Developments of physico-chemical sensors and implementation on new platforms	NIVA
T10.3 - Emerging technology - profiling technology, inter-comparison with mature technology	OGS
T10.4 - Ships of opportunity, next generation fishing vessel probes	IFREMER
T10.5 - FerryBox data Quality Control Algorithm	NERC

More information about the JERICO WP's and tasks can be found in the DoW.

2.4. Meetings

Meetings are crucial for the success of the JERICO 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 18months.

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

- General Assembly: every 18 months; GA minutes to be published on management website
- Steering Committee: every 9 months; minutes on management website
- Work Packages: on request
- Others (related to the governance scheme, Advisory Committees …): on request

Additional F2F meetings may take place as required; the Consortium is also actively promoting video-conferences.

2.4.1. Official meetings

2.4.1.1. GA meetings

One meeting every 18 months. The planned meetings for 2011, 2012 and 2014 are the following:

#	Date/Period	Type of Meeting	Meeting Place/Convenor
1	May 2011	Kick-Off Meeting (KOM)	Paris, France (IFREMER)
2	October 2012	2nd GA	Heraklion, Greece (HCMR)
3	April 2014	3rd GA	Norway (NIVA)
4	April 2015	Final GA	France (Ifremer)

2.4.1.2. Steering Comittee meetings

One meeting every 9 months in principle.

2.4.2. WPL meeting

TBD when necessary. May be close to SC meeting

2.4.3. Other meetings

2.4.3.1. Workshops and Technical meetings

Technical meetings should take place within each WP. The periodicity is not contractually defined, although an average of one meeting per year is intended for each WP.

2.4.3.2. Attendance to external events

The following procedure has to be followed by beneficiaries wishing to represent JERICO at external events (conference, exhibition). The beneficiary will normally use its own allowance for travel and registration costs ;
Beneficiary sends PMT, with the following lead time, 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 PMT to also attend the event.

2.4.4. *Meeting organization*

2.4.4.1. 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
Agenda	♦ Produced by the PMT ♦ Distributed one month prior the meeting to the interested beneficiaries ♦ Considered as a final version without comments within one week following its distribution
Actions list	The actions list is the summary of the main managerial, administrative and technical decisions taken during the meeting: ♦ Produced by the PMT ♦ Distributed within two week after the meeting to the interested beneficiaries ♦ Considered as a final version without comments within one week following its distribution
Minutes	The minutes are a description of the main decisions taken during the meeting: ♦ Produced by the PMT ♦ Distributed within one month after the meeting to the interested beneficiaries ♦ Considered as a final version without comments within two weeks following its distribution

2.4.4.2. Other meetings (Work Packages, tasks, etc…)

Deliverable	Responsible and schedule
Agenda	♦ Produced by the organizing beneficiary/ WPL ♦ Distributed two weeks prior the meeting to the concerned beneficiaries and to the PMT ♦ Considered as a final version without comments at the latest 2 days prior to the meeting
Minutes	♦ Produced by the organizing beneficiary/ WPL ♦ Distributed within two weeks after the meeting to the concerned beneficiaries and to the PMT ♦ Considered as a final version without comments within one week following its distribution

2.4.5. *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.

The PMT is responsible for organising the evaluation. The Coordinator is in charge of assessing the results, implementing the required actions and reporting them to the EC.

3. PROJECT COMMUNICATION

3.1. Communication means

3.1.1. Tools

Various tools will be used to allow and foster internal communication between the beneficiaries and with the Associated Partners.

<table>
<tr><th>Used tools</th><th>Purpose/comment</th><th>Condition</th></tr>
<tr><td>Management website</td><td>Information via article publication
Exchange of project material (templates, official and contractual documents e.g. reports, meeting materials, financial documents, drafts, others)
Technical and financial follow-up
Meeting organisation (maps, agenda)
Strategic or technical discussions (via forums)</td><td rowspan="2">Personal password/login
All project material & documentation exchange is to be made <u>exclusively via the Management website and FTP site.</u></td></tr>
<tr><td>FTP or collaborative site</td><td>Exchange of project material and data storage of all documents from PMT, AC and WP (draft and final versions)
Working area of the project
Project official document repository</td></tr>
<tr><td>E-mail
(See § 3.1.2 for the mailing lists)</td><td>Preferably for discussions not subject to forums using the mailing lists (see Annex III) and on the management website.
To facilitate use of emails and avoid unnecessary proliferation, the following rules shall be respected:
The subject of all e-mails should commence by [JERICO],
Send email only to the mailing lists (see § 3.1.2) which are directly concerned with the subject of the email,
Use widespread broadcasting only for important documents of relevance to the whole project,
Documents to be attached when they are available not on the FTP site.</td><td><u>Not to be used to exchange project material</u>
Avoid proliferation</td></tr>
<tr><td>Mail</td><td>Sending of CD-ROM, official signed documents and letters.</td><td>By secured mail if confidential materials</td></tr>
<tr><td>Phone</td><td>Discussions: commitments proposals.</td><td>Essential to confirm in writing all important decisions or agreements.</td></tr>
<tr><td>Fax</td><td>This method of communication should only be used when it is not possible by email.</td><td></td></tr>
<tr><td>Video Conference (VC)</td><td>VC should be used for organising short meetings when and if possible. This reduces travel costs and accelerates communication.</td><td>The meeting should not exceed 15 beneficiaries.
All required documents must be distributed before the meeting via the FTP site.</td></tr>
</table>

3.1.2. mailing lists

To ease group communication, the PMT is maintaining a set of mailing lists targeting specific group of Project beneficiaries. As for e-mail use, some rules are to be respected:

- The same rules as for general e-mails (see above “e-mail”)
- If an update in the list is required, send an email to the PMT with the correct e-mail address and the targeted group

The mailing lists are included in Annex III and are available on the management website

3.2. Collaborative tool

3.2.1. Communication platform description

This management and communication tool via Internet is complementary of the actions led by the PMT, and provides amongst other on-line information to the beneficiaries.

- The management website enables the beneficiaries to exchange all confidential documents regarding the project, some information such as budget, gantt chart etc ... Deliverables and Milestones status are also available. This website is the main communication tool for exchange of information and organisation of meetings, so that the e-mail exchanges can be minimised.
  The site is secured and allows different level of users (including EC representatives) to communicate together and to exchange information and documents relating to this Project.

  In order to obtain a username and password, please contact the PMT

- The JERICO FTP or collaborative site will be dedicated to the exchange and storage of all documents (draft and final versions). To ensure interactivity between Work Packages, all folders of the site are accessible to any beneficiary.

3.2.2. Access rights

The access level rights are distributed as follow:

- AC, WPL and Chairpersons of Advisory Committees: *Managers*

  The Manager level: same rights as the Registered level, plus he/she can publish News and Articles, can manage the calendar and answer to Frequently Asked Questions (FAQ).

- Others beneficiaries and Associated Partners: *Registered*

  The Registered level: can read all News or documents on the website, can upload/download documents on the FTP site, can participate in forums, can read answers to FAQ, can read the Calendar and add an event.

- PMT members: *Administrators*

  The publication of any article containing a document for downloading will require the validation of the physical link (URL address) by the PMT. Only Administrators can add links into News or Articles. The PMT will insert the link for the documents provided by the Managers with an acceptable time (generally within 1 week).

3.2.3. Overall administration of the platform and user guidelines

Login and password are delivered to the beneficiaries by the PMT. For new registration or any problems encountered, please contact the PMT.

The user guidelines are available on the management website

3.3. Document and image management

3.3.1. *Document confidentiality*

All JERICO documents are considered as **"consortium confidential"**, except when they are explicitly mentioned as public documents (PU) in the DoW.

3.3.2. *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 PMT
- For general purposes:
  - ⇨ General Purpose Document (Word format)
  - ⇨ Presentation Template (Power Point format)
- For meetings:
  - ⇨ Meeting Agenda (Word format)
  - ⇨ 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 (Excel format)
  - ⇨ Use of resources (Word format)

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

3.3.3. *Image library*

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

Images, diagrams or photos shall be named according the convention described in Annex IV.

3.3.4. *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	Comments
Reports	MS Word for working versions (Word 2000 or 2003) and Acrobat PDF for final versions	To be zipped as needed
Calculation tables	MS Excel (2000, 2003)	
Slides	MS PowerPoint (2000, 2003)	To be converted into .pdf before dissemination within the Consortium
Images	.gif or .jpg	
Compressed files	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.

3.4. 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.

3.4.1. *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, a Ph.D. thesis, an internal report of an institute, an 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 ...

3.4.2. *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 Article II.33.3 of 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 2.4.3.2, the author(s) send(s) to the PMT 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 7th Framework Programme for Research and Development, the JERICO project addresses the Capacities Programme : "Sustainable development, global change and ecosystems" and regroups 27 organizations from 17 countries with a EC contribution of 6.5 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 Project such as the Internet website address (http://www.jerico-fp7.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 4.1
- **interim, periodic and final reports** (project reporting within WP) – see 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 Chapter B of the DoW). For instance, the nine-month interim report is an additional Deliverable; it aims to facilitate the preparation of EC periodic/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 (excluding 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 DoW. Due Dates (last working day of calendar month) and responsible beneficiaries of Deliverables and Milestones are listed in the tables included in the DoW.

In the present document, chronological lists are recalled in Annex VIII for Deliverables, and Annex IX for Milestones for the first reporting period (M1 to M18).

4.1.2. Quality standard

The primary responsibility of Work Package leaders, Activity coordinators 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 *Communication/All templates*). See Annex IV for the naming convention.
Prototypes (P)	Shall be accompanied with: ▪ A summary report following the template for technical Deliverables ▪ A user manual with schema of the prototype design.
Milestones	Assessment shall be formalised in the Milestone assessment report (following the template for technical Deliverables) providing: ▪ The purpose of the Milestone ▪ The status ▪ The assessment criteria ▪ The consequences of the Milestone result
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 do 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 levels process, with dedicated folders in the FTP site for document storage at each step of the process.

- Step 1: **the PMT** confirms the Lead beneficiary(ies)[1] (copy to the WPL, SC) 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** approves the Deliverable/Milestone, emails to the Coordinator, the SC and informs of the Deliverable/Milestone availability;
- Step 4: **the PMT** updates the Deliverables/Milestones follow-up available on the website;
- Step 5: **the PMT** sends electronic copies of contractual Deliverables/Milestones to EC.

During this process, it is mandatory to use the FTP or collaborative site (see the FTP architecture in Annex V) where folders are available for that purpose:

- Step 2: in each Activity (NA, TNA and JRA), the lead beneficiary(ies) shall use the relevant WP folder (see Annex IV for the naming conventions) :

- Step 3: the WP leader is responsible for the storage of the approved version of the Deliverable/Milestone as follows, with the comments page removed and stored

Note that all approved Deliverables will also be stored in the archiving system of IFREMER.

[1] The Lead beneficiary of each Deliverable/Milestone is named in the Deliverable/Milestone tables of the DoW.

Process for the delivery of Contractual Deliverable Start date (S) End date (E)				
Step	**When**	**What**	**Who**	**How**
1	30 days before DD	Information about Deliverable schedule (DD)	PMT	• Email to the Lead beneficiary(ies) (copy to WPL, AC and substitutes)
2	S: 30 days before DD E: 15 days before DD	Submission to WP leader	Lead beneficiary(ies) = author	• Upload first draft on web site, in corresponding draft Deliverable folder of the WP area (• Email to the WPL (copy to the concerned AC, to other interfacing WPL, substitutes and to the PMT) that a Deliverable is under validation
3	S: 15 days before DD E: 5 days before DD	Approved Deliverable sent for storage and publication to the PMT	WPL	• Upload approved Deliverable with comments on FTP site in corresponding approval folders • Email to the Coordinator, the concerned AC and the PMT • When Public, email to the WP7 leader on the Deliverable availability • Inform of the Deliverable availability via the management website.
4	S: 5 days before DD E: DD	Update the Deliverable Follow-up	PMT	• Update the Deliverable sheet available in the category *Project management/Deliverable follow-up* • Storage on the JERICO FTP site corresponding folder (*Submitted to EC/Deliverables sent*)
5	DD	EC submission	PMT	• Electronic copies sent to EC

Approval processes for contractual Deliverables and Milestones are identical.

4.2. Interim, periodic and final reporting

4.2.1. <u>Interim, periodic and final reporting schedule</u>

Deliverable		9	18	24	36	48
INTERIM	Interim activity report and associated costs	I		I		
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
	Periodic financial report		P		P	P
	Report on the distribution		P		P	P
	Audit Certificates		P		P	P
FINAL	Final technical report					F
	Final financial report					F

I = Interim 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 (1/05/2011 to 31/10/2012)
- Period 2: M19-M36 (1/11/2012 to 30/04/2014)
- Period 3: M37-M48 (1/05/2014 to 30/04/2015)

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 management website, category *Project Management / Official documents.*
http://cordis.europa.eu/fp7/find-doc_en.html
http://cordis.europa.eu/fp7/capacities/research-infrastructures-doc_en.html

The periodic reports shall include technical and financial aspects according 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 VII and VIII 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 (WP7/TNA1, WP8/TNA2) 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
- MS Access Database specific to each project with explanatory notes
- 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 FTP site they have to use for a compatible management of document storage. See the table below for all details and also the Gantt chart provided in Annex V for the first periodic report.

- Step 1: **the PMT** confirms to all WPL (copy to the 3 AC) that the first draft of the periodic report, with Section 4 completed (Deliverable/Milestone tables), is available on the FTP site;
- Step 2: **each WPL** reports on the progress of her/his WP in Section 3 (Work progress and achievements per WP) and, when completed, informs the PMT about its contribution availability on the FTP site;
- Step 3:: **the PMT** compiles the contributions from the WPl and uploads the second draft of the periodic report on the FTP site;
- Step 4: **the Coordinator** contributes to Section 1 and 5 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 PMT, **the WPL** could adjust their contributions;
- Step 6: **the PMT** informs of the periodic report availability via the management website, stores the report in read only version on the FTP site and transmits it to the EC.

Approval process for technical reports Start date (S) End date (E)				
Step	When	What	Who	
1	30 days before DD	First draft of the periodic report (with Section 4 completed)	PMT to all WPL	♦
2	(S): 30 days before DD (E): 15 days before DD	Description of the work progress in Section 3	WPL	♦
3	(S): 15 days before DD (E): 8 days before DD	1) Compilation in Section 3 of all WPL contributions 2) Second draft of the periodic report	PMT	♦
4	(S): DD (E): 60 days after DD	New draft of the periodic report with contributions in Sections 1 and 5	Coordinator	
5	(S): 15 days after DD (E): 30 days after DD	Inclusion of financial aspects in the report	WPL	
6	(S): 30 days after DD (E): 45 days after DD	New draft of the periodic report with additional contributions in Section 5	PMT	♦
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	PMT	

4.2.2.4. Mid term review preparatory documents

A mid term review of the Project is planned in the GrA (Art. 7).
It will be based on the M18 periodic report updated by the M24 interim report.

4.2.3. Interim reporting (M9, M24)

The process is similar to the technical process set up for periodic reports (see 4.2.2.3) except that:

- Financial aspects included in the report at step n°5 are based on estimated figures provided by the administrative representatives of all beneficiaries (see step 2 of the financial reporting process, 5.2.3);
- There is no submission to EC at M9

4.2.4. Final reporting (M48)

4.2.4.1. Final reporting Deliverable

In addition to the last periodic report at M48, 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.

4.2.4.2. Final reporting content and structure

The final report (M48) 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.

4.2.5. 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) (Article II.4.5 of the GrA),
- 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 PMT will also verify that they include no confidential material (Article II.4.7 of the GrA).

5. FINANCIAL ASPECTS

5.1. Pre-financing, interim and final payments

The first pre-financing payment represents 132 % of the average EC contribution per period :

- The pre-financing related to MGT, NA and JRA has been paid within 45 days after receipt of the funds (i.e. beginning of October 2009)
- The pre-financing related to TNA will be paid within 45 days after the results of the calls

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).

Corresponding interim payments are calculated on the basis of the accepted eligible costs and the corresponding reimbursement rates (Art II.16 of the GrA).

The total amount of interim payments plus the pre-financing is limited to 90 % of the EC contribution. The final payment is delivered after the final reporting 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 Article II.14 of the GrA (General conditions) and EC FP7 Guide to Financial Issues (pages 30 to 42) :

- Actual : 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 DoW.

In addition, for eligible access costs in TNA:

- Access costs to the equipment are based on estimated unit costs
- the access costs calculation will be adjusted before the end of the last period of the Project. The calculation shall be based on the methodology used during the negotiation period.

5.2.2. Bases of financial follow-up

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

The EC FP7 Guide to Financial Issues is available on the following address:

- http://cordis.europa.eu/fp7/find-doc_en.html
- or on the management website, category *Project management/Official documents*

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 (GrA art II.22.3). 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.

Good practice

Keep your justificative documents per cost category and per period
Audits: justifications for personnel. Time-sheets must be kept for 5 years from the end of the Project

- Productive hours must be calculated according to the beneficiary's normal practices,
- Time-sheet and pay slips for each person involved in the Project are the justifications for personnel costs.

Excel sheets are created to follow up the costs and hours spent i.e. exact personnel costs for the Project. As presented in 5.2.3, the sheets are to be filled in by each beneficiary and submitted to the PMT at the end of each reporting period (i.e. M9 and M24 for interim report, and M18, M36 and M48 for periodic reports). The templates are provided in Annex VII, and include the following details for each beneficiary:

- Cost per WP,
- Use of resources,
- Person-months (PM) per Deliverable and per WP.

This will allow better cost follow-up to avoid any major deviation from the GrA and avoid any eventual risk. To that end, the PMT will send the beneficiary every 9 months a financial follow-up detailing :

- Consolidated costs table: built-up by the PMT from the Cost per WP of each beneficiary ,
- Consolidated person-months: built-up by the PMT from templates of each beneficiary .

The financial follow-up will be available on the management website

5.2.3. Financial reporting (M9, M18, M24, M36, M48)

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 VII. However, estimated figures will be sufficient for financial reports at M9 and M27 as these reports will not be subject to EC review.
The financial reporting is based on the following process :

- Step 1: **the PMT** informs all beneficiaries about financial templates availability on the FTP site and the date they have to be provided;
- Step 2: **each beneficiary** shall provide **from Due Date** the PMT with information relative to costs incurred during the reporting period using the dedicated templates:
  - ⇨ Costs per category/beneficiary/WP (Template n°1 in Annex VI) → similar to Form C;
  - ⇨ Use of resources (Template n°2 in Annex VI) → requested in the EC Reporting Template;
  - ⇨ Number of hours and of person.month (effort progress) per Deliverable and WP (Template n°3 in Annex VI).
- Step 3: **the PMT** updates the section 6 (Explanation of the use of resources) of the periodic report;
- Step 4: **the PMT** 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.

During this process, it is mandatory to use the FTP or collaborative site (see the FTP architecture in Annex VI) where folders are available for that purpose:

- Step 1: **the** PMT uploads the templates in the following folders, see Annex IV for the naming convention :

- Step 2: **Each beneficiary** upload the templates with the same naming. Only the versioning allows to distinguish between successive contributions.

- Step 3: **The** PMT updates the interim/periodic report

- Step 4: **the** PMT provides the consolidation tables

Approval process for financial reports Start date (S) End date (E)				
Step	When	What	Who	How
1	30 days before DD	Financial templates (n°1, 3 and 4) availability	PMT	♦ Upload on the FTP site the financial templates, folders: ♦ Email to all administrative representatives (copy to WPL)
2	(S): DD (E): 15 days after DD	Template submission to PMT	All Beneficiaries	♦ Email to PMT
3	(S): 15 days after DD (E): 30 days after DD	Update of section 6 of the interim/periodic report	PMT	♦ 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	PMT	♦ Email to the WP leaders and AC. Tables stored in folder:

5.2.4. *Financial statements (M18, M36, M48)*

In addition to the financial follow-up described above (see 5.2.3), periodic reporting to EC (M18, M36 and M48) requires the delivery of financial statements at the end of the period, using the:

Signed Form C[2] (Financial Statements) using the web based tool FORCE (TBC);
- Signed Form D if any (CFS).

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 PMT;

- Step 6: the PMT updates Sections 7 and 8 of the periodic report.

[2] 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 PMT,
- For the Coordinator: electronic submission of Forms C to the EC (signed paper version to be sent afterwards)
- Eventual correction of Forms C when refusal by the PMT or the EC.

Approval process for financial reports Start date (S) End date (E)				
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 based tool FORCE 2) Original Form C and CFS provided to PMT	All beneficiaries	♦ Inform the PMT that the Form C is completed on-line ♦ Send the original versions of the Form C and CFS (if applicable) to PMT
6	(S): 30 days after DD (E): 45 days after DD	Update of the sections 7 and 8 of the periodic reports	PMT	♦ Electronic copies of all Forms C and certificates if needed

5.2.5. Transmission modalities

Originals of signed financial statements, CFS (if any) and self declaration of the Coordinator shall be sent through the Coordinator to the EC by post.

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 375,000€,
- CFS must certify all eligible costs of the period,
- CFS must be submitted following the templates provided in Annex VII of the GrA (Form D : compulsory model),
- CFS are prepared and certified by independent auditors.

Annex I – Contact details for Project Management Team (PMT) and Work Package leaders (WPL)

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

I.1. Project Management Team (PMT) and Scientific coordination team (SCT)

JERICO Project Management Team						
Beneficiary	Person			Activity Coordinators	Roles	
	First Name LASTNAME	Email Address	Phone Number			
IFREMER	Patrick FARCY	Patrick.farcy@ifremer.fr	+ 33 2 98 22 44 08		WP11	PC ▪ Communication ▪ Indicators ▪ Amendments to GrA, CA ▪ Meeting coordination
	Ingrid PUILLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			S ▪ Second in command ▪ Management website
	Dominique GUEGUEN	dominique.gueguen@ifremer.fr	+ 33 1 46 48 22 05			▪ Administrative assistant ▪ Audit certification ▪ Invoicing ▪ Cost statements ▪ Templates
	Elodit JOUSSET	Elodie.jousset@ifremer.fr	+33 1 46 48 21 61			▪ Contractual contact ▪ Consortium agreement
	Nadine ROSSIGNOL	Nadine.Rossignol@ifremer.fr	+33 2 98 40 84			▪ Mailing lists ▪ Meeting logistics

Scientific coordination team						
	Person				Beneficiary	
	First Name LASTNAME	Email Address	Phone Number			
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	Ingrid PUILLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			IFREMER
	Pascal MORIN	pmorin@sb-roscoff.fr	+ 33 2 98 29 23 17			CNRS/INSU

I.2. STEERING COMMITTEE (SC)

Steering Committee- Primary contacts and substitutes (twins)						
Beneficiary	Person					
	First Name LASTNAME	Email Address	Phone Numbers			
IFREMER	Patrick FARCY	Patrick.farcy@ifremer.fr	+ 33 2 98 22 44 08			PC
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	Pauline NI FHLAHARTA	PaulineN@marine.ie				S
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CSIC	Joaquim TINTORE	jtintore@uib.es	+34 971611760			PC
	Saul PITARCH	saul.pitarch@uib.es				S

I.3. Work Package leaders (WPL)

Work Package leaders - Primary contacts and substitutes (twins)						
Beneficiary	Person			Activity Coordinators	Roles	
	First Name LASTNAME	Email Address	Phone Numbers			
IFREMER	Patrick FARCY	Patrick.farcy@ifremer.fr	+ 33 2 98 22 44 08	COORD	WP11	PC
	Ingrid PUILLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			S
CNRS	Pascal MORIN	pmorin@sb-roscoff.fr	+ 33 2 98 29 23 17	NA	WP1	PC
	Ingrid PUILLAT Dominique DURAND	ingrid.puillat@ifremer.fr dominique.durand@niva.no	+ 33 2 29 00 85 09 +47 93 22 97 92			S
IMR	Henning WEHDE	henning.wehde@imr.no	+47 55 23 86 50	NA	WP2	PC
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HCMR	George PETIHAKIS	gpetihakis@hcmr.gr	+30 2810 337755	NA	WP4	PC
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	Rajesh NAIR Gilbert MAUDIRE	rnair@ogs.trieste.it Gilbert.Maudire@ifremer.fr	+39 040 2140323 + 33 2 98 22 42 16			S
CEFAS	David MILLS	david.mills@cefas.co.uk		NA	WP6	PC
	Aldo DRAGO Jo FODEN	jo.foden@cefas.co.uk aldo.drago@um.edu.mt	+44 (0) 1502 524456			S
IFREMER	Patrick FARCY	Patrick.farcy@ifremer.fr	+ 33 2 98 22 44 08	TNA	WP7	PC
	Ingrid PUILLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			S
CNR	Stefania SPARNOCCHIA	stefania.sparnocchia@ismar.cnr.it	+39 040 305312 ext 504	TNA	WP8	PC
	David HYDES	david.hydes@noc.ac.uk	+44 (0)23 8059 6547			S
CMCC	Srdjan DOBRICIC	srdjan.dobricic@cmcc.it		JRA	WP9	PC
	Gerrakimos KORRES					S
MI	Glenn NOLAN	Glenn.Nolan@marine.ie		JRA	WP10	PC
	Antoine GREMARE	a.gremare@epoc.u-bordeaux1.fr	+33 (0)5 40 00 33 55			S

Annex II - Contact details Scientific Advisory Committee (SAC) and FCT Advisory Committee

II.1. Scientific Advisory Committee (SAC)

Organization	Person			Role
	First Name LASTNAME	Email Address		
University of Washington, USA	Janet Newton	newton@apl.washington.edu		PC
University of Cyprus	George Zodiatis	gzodiac@ucy.ac.cy		
University of Victoria, Canada	Richard Dewey	rdewey@uvic.ca		
EUROGOOS	Dr Hans Dalhin	Hans.Dahlin@smhi.se		
IMOS, University of Tasmania Australia	Roger Proctor	Roger.Proctor@utas.edu.au		

II.2. FCT Advisory Committee (FCTAC)

Organization	Person			Role
	First Name LASTNAME	Email Address		
MI	Glen Nolan	Glenn.Nolan@marine.ie		PC
Ifremer	Yannick Aoustin	Yannick.aoustin@ifremer.fr		
Univ KIEL	Franciscus colijn	fcolijn@ftz-west.uni-kiel.de		
LOCEAN	Laurent Mortier	mortier@locean-ipsl.upmc.fr		
IEO	Alicia Lavin	alicia.lavin@st.ieo.es		
French pôle Mer	Philippe Monbet	philippe.monbet@pole-mer-bretagne.com		Secretary

WP3 and WP4 leaders will attend the FCTAC meetings

Annex III - JERICO mailing lists

III.1. Global lists

i3jerico.partners@liste.ifremer.fr : list of all partner scientific coordinator
i3jerico.financial_contacts@liste.ifremer.fr : list of all partner financial contacts
i3jerico.kickoffmeeting@liste.ifremer.fr : list of all participants to the KOM

III.2. Governance and project management

i3.pmt@liste.ifremer.fr : Project Management Team *
i3.sct@liste.ifremer.fr : Scientific Coordination Team *
i3steering.committee@liste.ifremer.fr : SC members
i3wp.leader@liste.ifremer.fr : WP leaders

III.3. Advisory Committees

Jerico.sac@liste.ifremer.fr * : list of SAC members
Jerico.fctac@liste.ifremer.fr * ; list of FCTAC members
Jerico.tnasc@liste.ifremer.fr * : list of the TNA selection committee

III.4. Activities

i3steering.deputy@liste.ifremer.fr : List of the SC team deputies
i3wpl.twins@liste.ifremer.fr : List of WPL twins

Annex IV – Naming conventions

Deliverables, Milestonesand Internal reports

Document status	File name
Draft	JERICO –WP<wp number>-<Del. or Mil. or Rep. Number>-<DDMMYY>-V<V_Num>
Final	JERICO –WP<wp number>-<Del. or Mil. or Rep. Number>-<Resp. beneficiary>

e.g : JERICO-WP1-D0.1-111009-V1

Conference and journal papers

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

e.g : JERICO-This is the title of the journal paper-Bergen120910-120910-V1

Slideshows

Document status	File name
Draft	JERICO -<pres title>-<beneficiary>-<DDMMYY>-V<V_Num>
Final	JERICO -<pres title>-<beneficiary>-<DDMMYY>

e.g : JERICO-This is the title of the presentation-EurOcean-120610-V1

Meeting agenda, minutes and actions list

Document status	File name
Draft/Final	JERICO-WP<wp number>-<Type>-<Date of the meeting>- <Ag. or Min. or List>-<DDMMYY>-V<V_Num>

e.g : JERICO-WP1-SC-271009-Minutes-111209-V1

Other documents

Document status	File name
Draft	JERICO-<doc title>-<beneficiary>-<DDMMYY>-V<V_Num>
Final	JERICO -<doc title>-<beneficiary>-<DDMMYY>

For periodic reports: M18, M36, M48

Periodic report forms - Steps 1, 4, 5, 6 and 7 of the technical process

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

e.g.: JERICO-WP11-PERIODIC-M18-290111-V1

Periodic report sent by the WPL - Step 2 of the technical process

Document status	File name
Draft	JERICO-WP<WP number>- PERIODIC-< **targeted period** of the reporting period for the EC sending (M18, M36, M48)> -<DDMMYY>-V<V_Num>
Final	JERICO-WP<WP number>- PERIODIC-< **targeted period** of the reporting period for the EC sending (M18, M36, M48)> -<DDMMYY>

e.g.: JERICO-WP3-PERIODIC-M18-120211-V1

For Interim reports : M9, M27

Interim report forms

Document Status	File name
Draft	JERICO-WP0-INTERIM -< **targeted period** of the reporting period for the EC sending (M9,M24)>-< DDMMYY>-V<V_Num>
Final	JERICO-WP0-INTERIM -< **targeted period** of the reporting period for the EC sending (M9,M24)>-< DDMMYY>

e.g.: JERICO-WP1-INTERIM-M9-280410-V1

For financial templates: M9, M18, M27, M36, M48

Template *Cost per category* provided by all beneficiaries - Step 1 of the financial process

Document status	File name
Draft	JERICO- <Beneficiary name>-<month of the reporting period (M9,M18,M24,M36 or M48)> -Cost per categories -<DDMMYY>-V<V_Num>
Final	JERICO- <Beneficiary name>-<month of the reporting period (M9,M18,M24,M36 or M48)> -Cost per categories -<DDMMYY>

e.g.: JERICO-CNR-M18-Cost per WP-140311-V1

Template *Use of resources* provided by all beneficiaries - Step 1 of the financial process

Document status	File name
Draft	JERICO- <Beneficiary name>-<month of the reporting period (M9,M18,M24,M36 or M48)> -Use of resources -<DDMMYY>-V<V_Num>
Final	JERICO- <Beneficiary name>-<month of the reporting period (M9,M18,M24,M36 or M48)> - Use of resources -<DDMMYY>

e.g.: JERICO-CNR-M18-Use of resources-140311-V1

Annex V - Architecture of the Website

- Home
- About Jerico
    - Short presentation of Jerico activities WP per WP (1 to 10)
- Partners
- Trans National Access
    - Accessible facilities
        - Ferrybox
        - Fixed platform
        - Gliders
        - Calibration facilities
    - Access rules
    - Calls and selection
        - First call
        - Second call
    - Selected projects
- Service Access
    - Facilities and data provided
        - Ferrybox
        - Fixed platform
        - Gliders
        - Calibration facilities
    - Targeted Operation Phase
        - TOP 1
        - TOP 2
        - TOP 3
        - TOP 4

- Workshops and Meetings
- Forum for Coastal Technology
- Reports and Deliverables
- Biblio
- Contact
- Ftp area (with password) only “get” access for partners and “Get and put” for WP leaders
    - WP1
    - WP2
    - WP3
    - WP4
    - WP5
    - WP6
    - WP9
    - WP10
    - Coordination WP11
- Internal use (with password)
    - Official documents (EC and contracts)
    - Steering committee minutes of meeting
    - Reporting

Annex VI - Templates for financial follow-up

VI.1. Use of resources - Template n°1

JERICO Project 262584 : Project costs per WP and beneficiary during Period 1 (01 May 2011 - 31 October 2012)

Beneficiary (short name) :

Indirect Cost Method (1) : | Indirect Cost rate : | Conversion rate from hours to person month (2) :

			RTD						COORDINATION																		SUPPORT		MANAGEMENT			TOTAL
			WP9			WP10			WP1			WP2			WP3			WP4			WP5			WP6			WP7	WP8	WP11			
Personnel costs	Name	Hour rate	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	hrs	pm	Cost	N/A	N/A	hrs	pm	Cost	
Please split one line per person	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	Name employee (M/F) :			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!		N/A	N/A		#DIV/0!		
	TOTAL Personnel costs per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	N/A	N/A			0,00	
	Total Personnel costs per Activity		0,00						0,00																		N/A	N/A	0,00			0,00
Subcontracting	Subcontractor and description	purpose			Cost			Cost			Cost			Cost			Cost			Cost			Cost			Cost	N/A	N/A			Cost	
Please split one line per subcontracto	subcontracting 1																										N/A	N/A				
	subcontracting 2																										N/A	N/A				
	subcontracting 3																										N/A	N/A				
	subcontracting 4																										N/A	N/A				
	TOTAL Subcontracting costs per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	N/A	N/A			0,00	
	Total Subcontracting costs per Activity		0,00						0,00																		N/A	N/A	0,00			0,00
Other direct costs	Durable equipment (depreciation of durable equipment)				Cost			Cost			Cost			Cost			Cost			Cost			Cost			Cost	N/A	N/A			Cost	
Please split one line per cost	Equipment 1 (type of equipment : depreciation of equipment xxxxx for experiement yyyy																										N/A	N/A				
	Equipment 2																										N/A	N/A				
	Equipment 3																										N/A	N/A				
	TOTAL Durable equipment per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	N/A	N/A			0,00	
	Travel and subsistance				Cost			Cost			Cost			Cost			Cost			Cost			Cost			Cost	Cost	Cost			Cost	
	Travel and subsistance 1																															
	Travel and subsistance 2																															
	Travel and subsistance 3																															
	Travel and subsistance 4																															
	Travel and subsistance 5																															
	TOTAL Travel and subsistance per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	0,00	0,00			0,00	
	Consumables and other directs costs				Cost			Cost			Cost			Cost			Cost			Cost			Cost			Cost	Cost	Cost			Cost	
	Consumables, supplies and others 1																															
	Consumables, supplies and others 2																															
	Consumables, supplies and others 3																															
	TOTAL Consumables, supplies, other direct costs per W				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	0,00	0,00			0,00	
	TOTAL Other direct costs per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	0,00	0,00			0,00	
	Total Other direct costs per activity		0,00						0,00																		0,00		0,00			0,00
INDIRECT COSTS	TOTAL indirect costs per WP				0,00			0,00			0,00			0,00			0,00			0,00			0,00			0,00	0,00	0,00			0,00	
Please use your proper calculation	Total indirect costs per activity		0,00						0,00																		0,00		0,00			0,00
ACCESS COSTS	SERVICE ACCESS COSTS (SA)		N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A			0,00	N/A	N/A			0,00
	TRANSNATIONAL ACCESS COSTS (TA)		N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A			N/A	0,00	N/A			0,00
	TOTAL COSTS PER ACTIVITY		0,00						0,00																		0,00		0,00			
MAXIMUM EC Contribution			0,00						0,00																				0,00			0,00
REQUESTED EC Contribution			0,00																													

Annex VII – Glossary

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