



JERICO-S3 DELIVERABLE

Joint European Research Infrastructure for Coastal Observatories
Science, Services, Sustainability

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PROJECT NAME : Joint European Research Infrastructure for Coastal Observatories - Science, services, sustainability

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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-S3 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-S3 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 which define the objectives, the work program and the operational procedures of the JERICO-S3 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 WP10 leader and approved by the Coordinator.

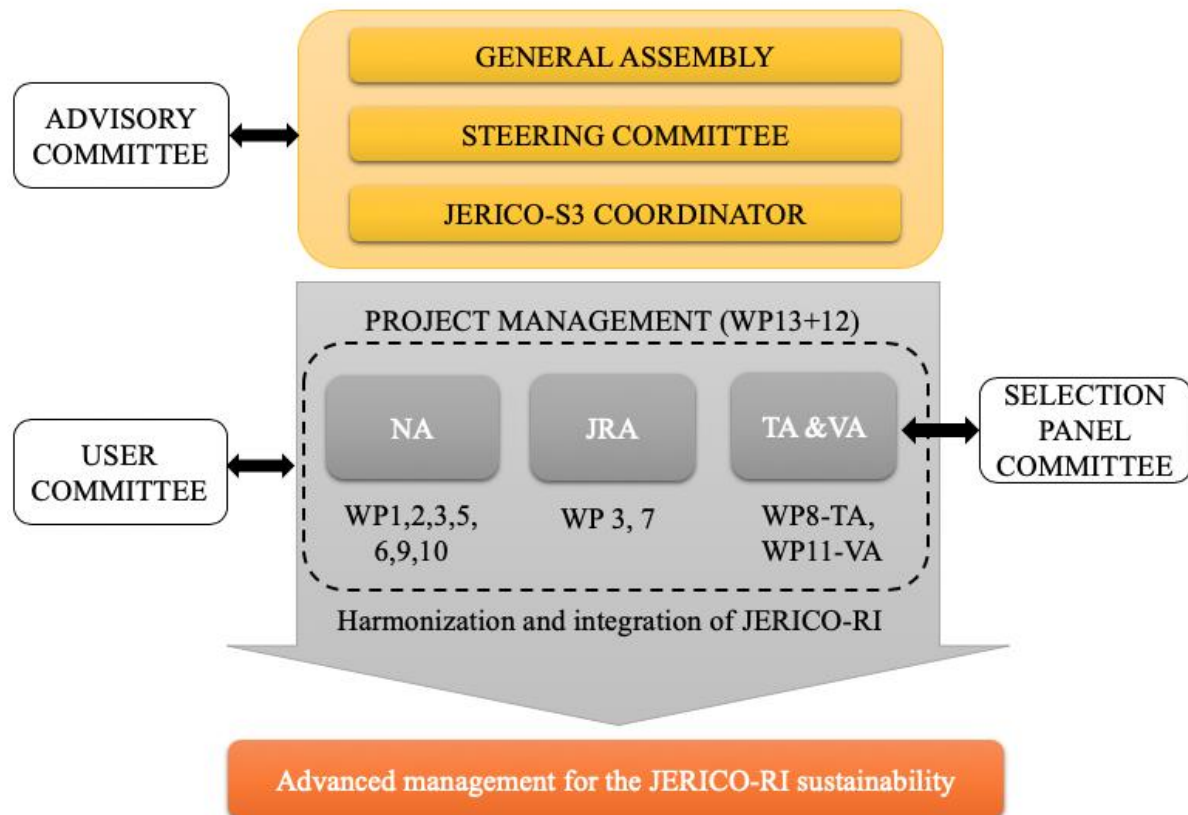
The identity card of the project is:

Acronym/ Contract number	JERICO-S3/ 262584	
Title of the Project	Joint European Research Infrastructure of Coastal Observatories: Science, Service, Sustainability	
Starting date / End date	1 st February 2020	31 st January 2024
Total Budget Funding	9 999 933,96 €	
Project Coordinator	Laurent Delauney : +33-2-98.224.636	Laurent.delauney@ifremer.fr
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2 PROJECT ORGANISATION

2.1 General management scheme

The general management scheme is also presented in Chapter B of the JS3 DoW.



The JERICO-S3 project is large and requires close cooperation between many 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 (DoW),
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
Coordinator	<p>The JERICO-S3 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 Project Management Team (PMT) (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>In particular, the Coordinator shall be responsible for:</p> <ul style="list-style-type: none"> • 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, • 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, • 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 (Dow), • signing partnership agreement(s) with Associated Partner(s). 	By GA	N/A
Body	Composition/ Responsibilities	Decision approval	Planned meetings
General Assembly (GA)	<p>The General Assembly shall consist of one representative of each Party. A list of the General Assembly Members and Associated Partners is mentioned in the CA.</p>	Self-decision making organisation	At least once every 12 months

	<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-S3 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-S3 Coordinator who consults members of the GA in-between meetings when needed.</p>		
<p>Steering Committee (SC)</p>	<p>The Steering Committee shall monitor the effective and efficient implementation of the Project.</p> <p>The Steering Committee shall consist of the Core Parties as identified in the DoW and the Coordinator.</p> <p>A list of the Steering Committee Members is mentioned in the CA.</p> <p>The Coordinator shall chair all meetings of the Steering Committee, unless decided otherwise. 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 (DoW) 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>
<p>Scientific and Technical Advisory Committee (STAC)</p>	<p>The Scientific Advisory Committee (STAC) 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-S3” scenarios.</p> <p>Additionally the STAC will be aware of :</p> <ul style="list-style-type: none"> • TNA call evaluation • JRA R & D strategy and results 	<p>Composition approved by GA</p>	<p>STAC meetings will be chiefly organised in connection with the Steering Committee.</p>

	<ul style="list-style-type: none"> Evaluation of the intermediates and final reports on the Strategy for the future. <p>The STAC 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 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>		
Body	Composition/ Responsibilities	Decision approval	Planned meetings
Project Management Team (PMT)	The Project Management Team (PMT) 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-S3 success.

The JERICO-S3 Project is divided into 3 activities (Coordination, Support and Joint Research Activities) embedding 13 workpages.

Whilst the Steering Committee decides on scientific objectives, the Work Package Leaders (WPLs) are involved in defining how to achieve these objectives. They are assisted by a co-leader. Therefore, 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 #	NAME
1	Innovative monitoring strategy and design of the system	3	AZTI
2	Linking scales, communities and processes	17	HZG
3	Integrated Regional Sites	25	NIVA
4	Pilot Supersites for innovative coastal monitoring	34	SYKE
5	Harmonisation of integrated Multiplatform & Multidisciplinary systems	3	AZTI
6	Data management for multidisciplinary coastal data	24	MARIS
7	Technological innovation	29	PLOCAN
8	Transnational Access	23	MI
9	A sustainable JERICO-RI	1	IFREMER
10	Engagement, Communication and Dissemination	19	IH
11	Virtual Access	33	SOCIB
12	Ethics	1	IFREMER
13	JERICO-S3 Coordination	1	IFREMER

NA: WP1; 2; 3; 5; 6; 9; 10 – JRA: WP4; 7

TA: WP8 – VA: WP11 – Coord: WP12; 13

More information about the JERICO-S3 WP's and tasks can be found in the JS3 DoW.

2.3 Meetings

Meetings are crucial for the success of the JERICO-S3 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 24 months. The 3 planned GAs are the following:

#	Date/Period	Type of Meeting	Meeting Place/Convenor
1	February 2020	Kick-Off Meeting (KOM)	St Sebastian (Spain)
2	March 2022	2nd GA	Tallinn (Estonia)
3	February 2024	Final GA	Brest (France)

- **Steering Committee meetings**

One physical meeting every 6 to 9 months at the latest. 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-S3 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 PMT, 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 PMT 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
Agenda	<ul style="list-style-type: none"> 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	<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"> 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	<p>The minutes are a description of the main decisions taken during the meeting:</p> <ul style="list-style-type: none"> 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

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

Deliverable	Responsible and schedule
Agenda	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

2.3.4 Meeting evaluation

It is requested for the GA meetings to be evaluated.

The main objectives are:

1. to assess how useful they have been,
2. to improve their organisation and management if needed,
3. 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-S3 documents are considered as “**consortium confidential**”, except when they are explicitly mentioned as public documents (PU) in the DoW.

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 PMT.

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 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 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
Reports	MS Word for working versions and Acrobat PDF for final versions.	To be zipped as needed
Calculation tables	MS Excel	
Slides	MS PowerPoint	To be converted into .pdf before dissemination within the Consortium
Images	.gif or .jpg or png	
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.

3.2 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

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 ☐, 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 Horizon 2020 Programme for Research and Innovation action (RIA), the JERICO-S3 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-S3 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 DoW). 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 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.

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 Deliverables). See Annex IV for the naming convention.
Prototypes (P)	Shall be accompanied with: <ul style="list-style-type: none"> • A summary report following the template for technical Deliverables. • If needed: A user manual with schema of the prototype design.
Milestones (MS)	Assessment shall be formalised in the Milestone assessment report (following the Milestone template) providing: <ul style="list-style-type: none"> • The purpose of the Milestone • The status • The assessment criteria

	<ul style="list-style-type: none"> 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 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 **PMT** (Project Management 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 **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 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.

Process for the delivery of Contractual Deliverable Start date (S) / End date (E) / Due Date (DD) WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (PMT)				
Step	When	What	Who	How
1	30 days before DD	Information about Deliverable schedule (DD).	PMT	<ul style="list-style-type: none"> Email to the Lead beneficiary(ies) with copy to WPL, AC and substitutes.
2	S: 30 days before DD E: 15 days before DD	DL submitted to WP leader.	Lead beneficiary (ies) = author	<ul style="list-style-type: none"> Upload first draft on the Cloud 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 by WP leader.
3	S: 15 days before DD E: 5 days before DD	Approved Deliverable sent for storage and publication to the PMT.	WPL	<ul style="list-style-type: none"> Upload approved Deliverable with comments on the cloud WP folder. Email to the Coordinator, the concerned AC and the PMT When Public, email to the COM 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	<ul style="list-style-type: none"> Update the Deliverable track sheet available in the cloud management board (<i>Deliverable</i>) Storage on the JERICO-S3 WEB
5	DD	EC submission	PMT	<ul style="list-style-type: none"> Electronic copies sent to the EC portal

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
	Periodic financial report	P		P	P
	Report on the distribution	P		P	P

	<i>Audit Certificates</i>	P		P	P
FINAL	Final technical report				F
	Final financial report				F

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 **PMT** confirms to all **WPL** that the first draft of the periodic report, with Section 4 completed (Deliverable/Milestone tables), is available on the cloud 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 cloud site;
- Step 3: the **PMT** compiles the contributions from the **WPL** and uploads the second draft of the periodic report on the Cloud 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 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 (PMT)				
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	♦

Approval process for technical reports Start date (S) / End date (E) / Due Date (DD) WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (PMT)				
Step	When	What	Who	
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 Mid term reporting (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.

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)
- 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.

5 FINANCIAL ASPECTS

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

The pre-financing related to Management (MGT), NA and JRA 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 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 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

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, 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 III

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 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 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.

Approval process for technical reports Start date (S) / End date (E) / Due Date (DD) WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (PMT)				
Step	When	What	Who	How
1	30 days before DD	Financial templates availability	PMT	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 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 archived.

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 (Financial Statements) using the web based tool FORCE (TBC);
- 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 PMT,
- For the Coordinator: electronic submission of Forms C to the EC
- Eventual correction of Forms C when refusal by the PMT 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 PMT;

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

Approval process for technical reports				
Start date (S) / End date (E) / Due Date (DD)				
WP Leader (WPL) / Activity Coord (AC) / Project Manag. Team (PMT)				
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 PMT	All beneficiaries	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ Electronic copies of all Forms C and certificates if needed

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 Project Management Team (PMT), Scientific Coordination Team (SCT) and Work Package Leaders (WPL)

The persons in the above governing and operational bodies of the JERICO-S3 project are listed below (**PC** : Primary Contact **S** : Substitute).

6.1.1 Project Management Team (PMT)

JERICO-S3 Project Management Team						
Beneficiary	Person			Activity Coordinators	Roles	
	First Name LAST NAME	Email Address	Phone Number			
IFREMER	Laurent DELAUNEY	Laurent.delauney@ifremer.fr	+ 33 2 98 22 46 36		WP13	PC <ul style="list-style-type: none"> ▪ Communication ▪ Indicators ▪ Amendments to GrA, CA ▪ Meeting coordination
	Ingrid PULLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			S <ul style="list-style-type: none"> ▪ Second in command ▪ Management website
	Lea GODIVEAU	lea.godiveau@ifremer.fr	+ 33 2 98 22 46 20			<ul style="list-style-type: none"> ▪ Project manager
	Elodie JOUSSET	Elodie.jousset@ifremer.fr	+33 2 98 22 43 90			<ul style="list-style-type: none"> ▪ Contractuel contact ▪ Consortium agreement

6.1.2 Scientific Coordination Team (SCT)

Scientific Coordination Team					
Person				Beneficiary	
First Name LAST NAME	Email Address	Phone Number			
Anna RUBIO	Arubio@azti.es	+34 946 574 000		WP1	AZTI
Ingrid PULLAT	ingrid.puillat@ifremer.fr	+ 33 2 29 00 85 09			IFREMER
Antoine GREMARE	Antoine.gremare@u-bordeaux.fr	+ 33 5 40 00 33 55			CNRS/INSU

6.1.3 Steering Committee (SC) – WP Leads WPL

JERICO-S3 COORDINATION				
1	WP13 - Ifremer, France	Laurent Delauney	COORDINATOR	
2		Ingrid Puillat	SCIENTIFIC COORDINATOR	
-	(WP13 - Ifremer, France)	(Lea Godiveau)	(Project manager)	
WP Leads OR Co-Leads (deputies)				
3	WP1 - AZTI - Spain	Anna Rubio	OR	Antoine Grémare
4	WP2 - HZG - Germany	Holger Brix	OR	Ghada El Serafy
5	WP3 - NIVA Norway	Andrew King	OR	Martin Pfannkuchen
6	WP4 - SYKE Finland	Jukka Seppälä	OR	Costas Frangoulis
7	WP5 - CNR Italy	Annalisa Griffo	OR	Julien Mader
8	WP6 - MARIS NL	Peter Thijssen	OR	Veronique Creach
9	WP7 - PLOCAN Spain	Eric Delory	OR	Simone Marini
10	WP8 - MI Ireland	Alan berry	OR	(Paul Gaughan, no WP8 TA Co-leader)
11	WP9 - IFREMER France	Ingrid Puillat	OR	Glenn Nolan (tbc with EuroGOOS)
12	WP10 - IH Portugal	Joana Gomes	OR	Simon Keeble
13	WP11 - SOCIB Spain	Joaquin Tintore	OR	(Juan-Gabriel Fernandez, no WP11 VA Co-leader)
J-S3 SC_Complementary board				
14	HCMR, Greece	George Petihakis	OR	Leonidas Perivoliotis
15	CNRS, France	Antoine Gremare		-
16	EuroGOOS, EU	Inga Lips (when in EuroGOOS)	OR	Glenn Nolan
17	COVARTEC, Norway	Dominique Durand		-
18	IMR, Norway	Henning Wehde		-

6.2 List of the members of JERICO-S3 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.

Scientific and Technical advisory					
JERICO-S3_STAC-GA VOTE					
Country	Institution & Name(s)	COMMENTS / INFO	E-mail	Confirmed by SC vote ?	Person has been contacted and approved
US	OceanOBS coastal session leader 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	YES
Canada	OCN Suggested : Dr. Richard Dewey Associate Director, Science Ocean Networks Canada		rdewey@uvic.ca	YES	NOT YET contacted
Australia	IMOS Suggested : Sebastien Mancini OR Jacqui Hope	http://imos.org.au/about/about-imos/governance	sebastien.mancini@utas.edu.au Jacqui.Hope@utas.edu.au	YES	NOT YET contacted
EU	CMEMS Suggested : P.Y. Le Traon or recommendation	Pierre Yves Le Traon (or someone suggested by PYLT)		YES	NOT YET contacted
EU	OSPAR Suggested : Jo Foden	Jo Foden is leaving OSPAR --> ask her for a recommendation ? (Veronique C.)	jo.foden@ospar.org	YES	NOT YET contacted
EU	Marine board Suggested : Sheila Heymans (Executive Director)	Comment 1 : should ask to Gilles Lericolais (Ifremer) about names		YES	NOT YET contacted
EU	JERICO/JERICO-NEXT/etc. Suggested : Patrick Farcy		patrick.farcy@ifremer.fr	YES	YES
EU	Horizon europe Mission on ocean and coast Suggested : François GALGANI	Comment 1 : https://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=3666&Lang=FR	francois.galgani@ifremer.fr	YES	NOT YET contacted
EU	EUROSEA Suggested : contact and ask for a female representative	Recommend that the missing member for EUROSEA is female		YES	NOT YET contacted

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.

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

6.2.3 Selection Panel (TA)

The SP is dedicated to the TA (Transnational Access) and will be in charge of evaluating the projects proposed by external users to TA. The SP constitution is appointed by the General Assembly and is constituted of internationally recognised European scientists.

Coordination (Ifremer) + WP8 (TA - Marine Institute WP Leader)			
Selection Panel (TA) - SP			
Name	E-mail		
Laura beranzoli (INGV)	laura.beranzoli@ingv.it	External	IT
Janet Newton (Univ Washington)	janeaton@uw.edu	External	US
Alicia Lavin Montero, IEO	alicia.lavin@ieo.es	External	SPAIN
Henry Ruhl (CENCOOS)	hruhl@mbari.org	External	US
Rogério Chumbinho (SmartBay)	rogerio.chumbinho@smartbay.ie	External	IRL
Steve Hall (Society for Underwater Technology)	steve.hall@sut.org	External	UK
Clarissa ANDERSON (Ph.D. Executive Director, SCCOOS)		External	US
John Allen - (volunteered at TA/VA Workshop)		Internal	SPAIN
Laurent Coppola (volunteered at TA/VA Workshop)		Internal	FRANCE
Felipe Artigas (volunteered in TA/VA workshop)		Internal	FRANCE
Jukka Sepälä (volunteered in TA/VA workshop)		Internal	FINLAND

6.2.4 Nation Committee

Coord + WP1 - WP9	
Nation Committee - LTG	
Nation Committee - LTG	
Covartec (Chair)	Dominique Durand
ILICO (FR)	Lucie C.
COSYNA (DE)	Holger B.
FINMARI (FI)	Timo T.
POSEIDON (GR)	Leonidas P.
KKOB (ES)	Urmaz L.
Spain (SOCIB)	Joaquin T.
Norway (IMR)	Henning W.
Italy (CNR)	Marcello M.
Croatia (IRB)	Martin P.
Ireland (MI)	Alan B.
Belgium (RBINS)	Sebastien L.
Portugal (IH)	Joao V.
Sweden (SMHI)	Bengt K.
NL (RWS)	Kees B.
Danemark (DMI)	Jun S.
UK (CEFAS)	Veronique Creach

The Nation Committee (NC) is an advisory committee and will involve representatives of National RIs and key persons from nations related to the ESFRI roadmap in ministries. The NC constitution is appointed by the Steering Committee. It aims at engaging institutions and nations for long term commitments to JERICO-RI by proposing long term governance schemas to key future national shareholders and stakeholders. It will give emphasis on possible JERICO-RI structure with national nodes.

6.4 Naming conventions

6.4.1 Deliverables, Milestones and Internal reports

Document status	File name
Draft	JERICO-S3-WP<wp number>-<D or MS or Rep. Number>-<DDMMYY>-V<V_Num>
Final	JERICO-S3-WP<wp number>-<D. or MS. or Rep. Number>-<Resp. beneficiary>

e.g : JERICO-S3-WP9-D9.2-03/05/2016-V1.1

6.4.2 Conference and journal papers

Document status	File name
Draft	JERICO-S3-<Paper title>-<Submitted Where and When>-<DDMMYY>-V<V_Num>
Final	JERICO-S3-<Paper title>-<Submitted Where and When>-<DDMMYY>

e.g : JERICO-S3-This is the title of the journal paper-Bergen-120916-V1

6.4.3 Meeting agenda, minutes and actions list

Document status	File name
Draft/Final	JERICO-S3-WP<wp number>-<Type>-<Date of the meeting>- V<V_Num>

e.g : JERICO-S3-WP9-SC-271016-V1

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

Document status	File name
Periodic	JERICO-S3-WP0<WPnumber>-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-S3-WP11-PERIODIC-M18-290117-V1

6.5 Deliverables for the first 18 months

JERICO-S3 DELIVERABLES CALENDAR				
D#	Deliverable name	Lead	WP	Del. Month in DoA
D12.2	NEC - Requirement No 2	IFREMER	12	March 2020
D10.2	Communication Plan	IH	10	July 2020
D12.1	POPD - Requirement No 1	IFREMER	12	July 2020
D13.1	Signed consortium agreement	IFREMER	13	July 2020
D8.1	Description of facilities in TA provision	MI	8	October 2020
D10.1	Consolidated Dissemination & Exploitation plan	COVARTEC	10	May 2020
D6.1	Draft Data Management Plan	HCMR	6	July 2020
D3.1	Initial analysis and summary of region-specific and region-wide monitoring strategies, and regional sustainability plans	IRB	3	August 2020
D4.1	PSS monitoring strategies	SYKE	4	August 2020
D13.3	TA: Policies and Procedures document	MI	13	October 2020
D12.3	EPQ - Requirement No 4	IFREMER	12	July 2020
D13.2	Quality assurance plan; guidelines, best practices, project handbook	IFREMER	13	July 2020
D1.1	Early inputs towards sustainability	CNRS	1	September 2020
D6.2	JERICO-RI inventory of platform, dataset and data products	SMHI	6	January 2021
D11.1	First report on VA JERICO Resources access statistics and service provision	SOCIB	11	July 2021

6.6 Milestone for the first 18 months

JERICO-S3 MILESTONES CALENDAR					
MS#	MILESTONE ?	WP #	Lead beneficiary	Due Date (and months)	
MS1	All-regions workshop 1	WP2, WP3, WP4, WP5, WP9	1 - IFREMER	M01	Feb. 2020
MS12	WP3 session in ARW#1 including individual IRS breakout sessions #1	WP1, WP2, WP4, WP5, WP6, WP9	25 - NIVA	M01	Feb. 2020
MS69	Kick off meeting	WP13	1 - IFREMER	M01	Feb. 2020
MS42	1st Call for TA Applications	WP8	23 - MI	M06	July 2020
MS6	Bilateral communication with DANUBIUS and AQUACOSM partners to plan activities and explore synergies (task 2.2)	WP2	7 - CNR	M06	July 2020
MS25	Harmonization workshop (coorganised with WP6). State of the art capturing and analysing gaps in BP's for implementing and operating biological data acquisition in coastal observatories	WP5	8 - CNRS	M06	July 2020
MS31	Inventory of coastal citizen science initiatives	WP6	24 - MARIS	M09	October 2020
MS2	Feedback from WP9 on draft D1.1	WP9	1 - IFREMER	M09	October 2020
MS17	Analysis of regional actors and critical gaps in multidisciplinary data provision for user needs per PSS	WP1, WP2, WP4	34 - SYKE	M04	May 2020
MS18	Joint WP1, WP3 & WP 4 workshop to draft D4.1	WP1, WP3, WP4	34 - SYKE	M05	June 2020
MS19	Start of PSS implementation	WP4	34 - SYKE	M07	August 2020
MS3	All-regions workshop 2	WP2, WP3, WP4, WP5, WP9	1 - IFREMER	M13	Feb. 2021
MS13	WP3 session in ARW#2 including individual IRS breakout sessions #2	WP1, WP2, WP4, WP5, WP6, WP9	25 - NIVA	M13	Feb. 2021
MS20	Presentation of PSS progress at ARW#2	WP4	34 - SYKE	M13	Feb. 2021
MS27	Workshop on the Readiness Level of each technology in PSS/IRS	WP5	7 - CNR	M13	Feb. 2021
MS54	Launch enhanced web presence	WP10	5 - BLIT	M06	July 2020
MS26	Considerations for SOP development of a WASP to be provided to WP7	WP5	4 - AZTI	M07	August 2020
MS45	First meetings of the user committee held at month M1 and M6 (Task 9.2)	WP9	13 - EuroGOOS	M07	August 2020
MS8	Review of opportunities (task 2.3)	WP2	9 - COVARTEC	M08	Sep. 2020
MS36	Review of emerging technology	WP7	26 - NORCE	M08	Sep. 2020
MS9	Preliminary bilateral communication with ESA, EuMedSat and CMEMS (task 2.3)	WP2	9 - COVARTEC	M12	January 2021
MS35	Gap analysis of Best Practices draft	WP6	33 - SOCIB	M12	January 2021
MS46	Informative document to support the preparation of the business plan dedicated to JERICO-RI operators and contact persons for business per partner (Task 9.4)	WP9	23 - MI	M12	January 2021
MS47	Meetings of the user committee held at month M13 (Task 9.2)	WP9	13 - EuroGOOS	14	March 2021
MS43	2nd Call for TA+VA Applications	WP11, WP8	23 - MI	18	July 2021
MS55	Review status dissemination and exploitation plan (phase #1)	WP1, WP10, WP12, WP13, WP2, WP3, WP4, WP5, WP6, WP7, WP8, WP9	19 - IH	18	July 2021

6.7 Acronym 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/VA	Service Access/Virtual Access
SC	Steering committee
SCT	Scientific Coordination Team
TL	Task Leader
TNA/TA	Trans National Access
VC	Video-conference
WP	Work Package(s)
WPL	Work Package Leader(s)
WPcL	Work Package Co-Leader