



ZERO BRINE

PROJECT MEETING

Athens, 21 and 22 June 2018



The ZERO BRINE project (www.zerobriner.eu) has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730390.



ZERO BRINE

Work Package 1 Project Management

National Technical University of Athens,
21 and 22 June 2018



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Task1.1 Scientific/Technical Coordination

Industrial Desalination ◆ Resource Recovery ◆ Circular Economy



Task 1.2 Project Coordination

D1.1 Project Management Guidelines – Project Handbook



D1.1 Project Handbook

General Project Information

Legal Aspects

Management Structure and Procedures

Communication

Reporting

Payments

Deliverables

Dissemination of results and Open access

Appendices



Acknowledgement

You are requested to indicate at all times that the project has received funding from the European Union. Using the following:

- display the [EU emblem](#) (When displayed together with another logo, the EU emblem must have appropriate prominence.):

- include the following text (Disclaimer): *'This project (ZERO BRINE) has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730390'.*

'The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains.'

- include the project logo

Approval process of deliverables

Submit date	Action
Before the month of the deadline, the author discusses with the WPL which internal expert will be asked to review the first final draft of the deliverable. Commitment from this will need to be confirmed.	
1 st of the month of deadline deliverable	Author sends the first final draft version of the deliverable to the WP leader, the appointed internal expert and the project coordinator (J.R.Moll@tudelft.nl).
2 weeks: The WPL (first reader) as well as the appointed internal expert review the deliverable separately and provide it with comments.	
14 th of the month of deliverable deadline	WPL and internal expert send their comments to the author.
1 week: Author adjusts the deliverable where necessary.	
21 st of the month of deliverable deadline	Author sends the second final draft version of the deliverable to the project coordinator and scientific coordinators.
1 week: Coordinators do a final check.	
Last working day of the month	Project coordinator uploads the final document to the Participant Portal and places a copy on the Internal Communication Platform.



Meetings and Telcos

Executive Board Telco: once per month

TSAT meetings: once per month

Project meetings: twice a year



Task 1.3 Data Management

D1.2 Data Management Plan



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Industrial Desalination ◆ Resource Recovery ◆ Circular Economy



ZERO BRINE

Reporting

National Technical University of Athens,
21 and 22 June 2018



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Periodic technical and financial report

- ZERO BRINE has three project periods: M1-M18, M19-M36, M37-M48.
- 60 days after end of project period, technical and financial reports are due.
- The reporting period is followed by a review (usually in Brussels) with the EC project officer and external expert reviewers which are invited by the EC (around M20, M38, M50).
- The reviewers evaluate the progress and can recommend improvements. The EC project officer consolidates the recommendations and can reject deliverables or request adjustments to the work plan.
- The financial and project officer check the financial report.
- When all deliverables, technical and financial reports are accepted an interim payment is made.



Overview reporting during project

M12 Internal financial reporting

M18 Periodic reporting: Scientific, technical and financial report to EC, followed by review (location Brussels)

M24 Internal financial reporting

M30 Internal financial reporting

M36 Periodic reporting: Scientific, technical and financial report to EC, followed by review (location Brussels)

M42 Internal financial reporting

M48 Periodic reporting: Scientific, technical and financial report to EC, followed by review (location Brussels)

Periodic technical report: what to include?

- (i) an **explanation of the work carried out** by the beneficiaries;
- (ii) an **overview of the progress** towards the objectives of the action, including milestones and deliverables identified in Annex 1.
- (iii) a **summary** for publication by the Agency;
- (iv) the answers to the '**questionnaire**', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;



Periodic technical report: Who is involved?

- The technical report is a document produced by the whole consortium.
- All partners need to contribute. Work and deviations from the DoA are reported on WP level. WP leaders will be in charge of the section related to their Work Package. TU Delft Project Coordination is in charge of providing instructions and coordinating the process.

Periodic financial report: what to include?

(i) an **‘individual financial statement’** (see Annex 4) from each beneficiary and from each linked third party, for the reporting period concerned.

(ii) an **explanation of the use of resources** and the information on subcontracting (see Article 13) and in-kind contributions provided by third from each beneficiary and from each linked third party, for the reporting period concerned;

With the **final** financial report (after M48), a Certificate on Financial Statement is requested from beneficiaries requesting more than 325.000 EUR during the whole project duration (48 months).

Periodic financial report: who is involved?

- The financial report is produced by each beneficiary on his own. Each beneficiary is responsible for the correctness of the numbers reported.
- It needs to be completed and submitted through the EC's electronic portal
- The Administrative Project Coordinator from TU Delft will instruct the financial contact persons of each beneficiary (and third parties)
- Each beneficiary needs to explain deviations from DoA to include in periodic technical report.



1st Internal Financial Report M1-M12

- Internal reporting not sent to EC. Monitoring purpose and practice for official reporting.
- 5 of 22 partners did not provide (complete) reporting – preliminary numbers



Total costs DoA
(48months) vs.
Total costs M1-M12)
(note: Reimbursement rate
industry is 70%)

	Planned Total costs DoA	Total costs M1-12	Share
TU DELFT	€ 2.432.964,14	€ 202.551,20	8%
NTUA	€ 1.271.875,00	€ -	0%
CTM	€ 689.750,00	€ 167.278,71	24%
WITTEVEEN+BOS	€ 91.062,50	€ 5.940,00	7%
UNIPA	€ 493.750,00	€ 183.599,98	37%
SUT	€ 563.250,00	€ -	0%
FACSA	€ 158.875,00	€ 6.092,65	4%
SEALEAU	€ 753.750,00	€ 99.369,63	13%
WssTP	€ 118.906,25	€ 13.125,00	11%
Revolve Media	€ 573.750,00	€ -	0%
UNIABDN	€ 85.705,41	€ 11.176,53	13%
LENNTECH	€ 468.715,50	€ 62.455,18	13%
IVL	€ 376.715,00	€ 22.919,29	6%
TYPSA	€ 501.585,91	€ 144.274,55	29%
IQE	€ 365.625,00	€ 83.897,66	23%
EVIDES	€ 461.519,95	€ 3.047,08	1%
TUBITAK	€ 599.900,00	€ 52.886,60	9%
HUNTSMAN	€ 25.000,00	€ -	0%
DLR	€ 509.737,19	€ 128.930,78	25%
Europiren	€ 34.875,00	€ 2.237,78	6%
ARVIA	€ 197.787,23	€ 68.349,75	35%
ISPT	€ 306.875,00	€ 20.045,00	7%
	€ 11.081.974,08	€ 1.278.177,34	12%



Person months DoA
(48months) vs.
Person months used
M1-M12)

	Total PM DoA	PM spent M1-12	Share
TU DELFT	203,5	8,41493	4%
NTUA	110	0	0%
CTM	105	24,88	24%
WITTEVEEN+BOS	9,5	0,9	9%
UNIPA	57	21,26	37%
SUT	40	0	0%
FACSA	26	1,12	4%
SEALEAU	116	17	15%
WssTP	14,5	2	14%
Revolve Media	34	0	0%
UNIABDN	9	0,6	7%
LENNTECH	40	8,5	21%
IVL	34	2,2	6%
TYPSA	83	16,58	20%
IQE	49,5	11,375	23%
EVIDES	39,5	0,32	1%
TUBITAK	40	9,5	24%
HUNTSMAN	4	0	0%
DLR	51	14,4	28%
Europiren	6	0,3	5%
ARVIA	21	8,8	42%
ISPT	23	2,31	10%
	1115,5	150,45993	13%



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