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Project Management Guidelines

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Executive Summary

These guidelines (D1.1) deliver information for the Members of the CANOPIES Project Consortium to understand the processes, procedures, roles and obligations to be adopted for the implementation of the foreseen activities.

Such processes and procedures described in the following paragraphs, were designed to suggest an effective and clearly defined methodology to ensure that the CANOPIES is delivered as efficiently as possible.

These guidelines complement the existing project documentation including the Grant Agreement (GA) and Consortium Agreement (CA) and should be used in conjunction with these two main reference and binding documents.

CANOPIES project's partners are asked to include D1.1 in their own day-to-day project management routine.

In principle, the project management for CANOPIES will cover the following tasks:

- Management of the Consortium.
- Communication within the Consortium as well as with the EC.
- Provision of guidelines on quality assurance and report writing, including the provision of various templates.
- Organization of regular conference calls for all partners and provision of minutes, etc.
- Monitoring of resource expenditure and submission of reports and deliverables.
- Management of contractual issues and timely distribution of corresponding documents and relevant information to partners (e.g., regarding GA and CA).
- Communication between Consortium partners and the EC on project and funding-related matters.
- Management of budget and distribution of payments to partners, etc.
- Dispute resolution.

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Abbreviations and Acronyms

CA	Consortium Agreement
CO	Coordinator
DoA	Description of Action
EC	European Commission
FS	Financial Statement
GA	Grant Agreement
KoM	Kick-off Meeting
MS	Management Staff
PM	Project Manager
PMC	Project Management Committee
PO	Project Officer
PR	Periodic Report
SyGMa	H2020 System for Grant Management
TS	Technical Staff
UoR	Use of Resources
WP	Work Package
WPL	Work Package Leader

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1 Introduction

Deliverable D1.1 aims at briefly recalling the overall organizational structure of CANOPIES, together with the actions relating to the management of deliverables and document, including the reporting and financial monitoring.

The aim of D1.1 is simply to set and clarify the procedures which should be followed within CANOPIES to ensure that the project is delivered according to the GA and the Description of Action (Annex I).

D1.1 is a live document and although no significant changes are envisaged, some sections may be updated over the time, based on the decisions of the CANOPIES Project Management Committee (PMC).

The content of D1.1 is based on the followings reference documents:

- CANOPIES Consortium Agreement – based on the DESCA - Horizon 2020 Model Consortium Agreement (www.DESCA-2020.eu)
- CANOPIES – Grant Agreement Number 101016906
- CANOPIES Annex I
- CANOPIES Annex 2
- H2020 Annotated Model Grant Agreement (AMGA V5.1)

2 Consortium and Governance

CANOPIES is based on the close collaboration of 10 partners from 4 European Countries. Their name and acronyms to be used within the internal communication stream, as well as their role and financial participation to the project are itemized in the following table.

Table 1. Beneficiaries

Beneficiary	Role	COUNTRY	Total Cost (EUR)	Max Grant Amount (EUR)
UNIROMA3	CO	IT	910.960,00	910.960,00
KTH	PN	SE	883.125,00	883.125,00
UNIROMA1	PN	IT	741.888,75	741.888,75
UPC	PN	ES	577.311,25	577.311,25
• CSIC	TP	ES	188.518,75	188.518,75
UNICLAM	PN	IT	739.375,00	739.375,00
DTI	PN	DK	886.198,75	886.198,75
PALEBLUE	PN	NO	797.812,50	797.812,50
PAL ROBOTICS	PN	ES	847.500,00	847.500,00
AGRIMESSINA	PN	IT	132.500,00	132.500,00
RSA	PN	IT	199.750,00	199.750,00

- CSIC: third Party to beneficiary UPC

The governing and decision-making process of the project is fully detailed in the Annex I to the GA Part B Paragraph 3.1.1. For mere recalling purposes, the bodies and duties of the governing structure of the project are the following:

Coordinator (CO) The CO is responsible for the overall management, communication, and coordination of CANOPIES. The CO acts as the only official channel interacting with the EC, focusing on the submission of deliverables, the items relating to the management of the budget and on any other relevant contractual and administrative matter that might rise during the implementation of the project.

More in detail, the CO is responsible for:

- Ensuring the achievement of the project goals as outlined in Annex 1 to the GA on time.
- Ensuring the timely and accurate handling of all the administrative and financial tasks.
- Gathering, maintaining and submitting deliverables, project reports and financial statements.
- Supporting the decision-making process and the adoption of equitable solutions for resolving conflicts in line with the provisions of the GA and the CA.
- Ensuring the full compliance with the terms of the GA and the CA.

Prof. Andrea GASPARRI (andrea.gasparri@uniroma3.it) is the representative of the CO (UNIROMA TRE) and the Principal Investigator in charge of coordinating and supervising all the scientific aspects of the project.

Project Management Committee (PMC) It cumulates all functions typically assigned to a project's General Assembly and Steering Committee. The PMC is chaired by the CO. It is composed by one representative of each beneficiary, including the WP Leaders and the Project Manager. Each beneficiary shall nominate a senior representative with budget responsibility, enabling to take consistent decisions and to represent the beneficiary's' interests. The PMC will be empowered to make decisions affecting the budget and the objectives of the project

Work Package Leaders (WPLs) Work Package Leaders (WPLs) are responsible for the proper and timely performance of the respective work packages according the work plan and the objectives of the project. Each WPL is responsible for the progress control and the successful completion of the work package as well as timely delivery of project milestones and deliverables. The work carried out in each Work Package will be reviewed by the PMC.

Project Manager (PM) This role is assigned to partner # 10 RSA. The PM will fully support the CO in the interaction with the EC and the Consortium to supervise the financial and administrative progress of the project and to coordinate and ensure a constant and timely communication among the beneficiaries.

Table 2. Members of the Project Management Committee

Beneficiary	Name	email
UNIROMA3 – (RC) + (AC)	Andrea GASPARRI	andrea.gasparri@uniroma3.it
KTH – (RC)	Dimos DIMAROGONAS	dimos@kth.se
KTH – (AC)	Danika KRAGIC JENSFELT	dani@kth.se
UNIROMA1 – (RC) + (AC)	Daniele NARDI	nardi@diag.uniroma1.it
UNIROMA1 – (RC)	Thomas A. CIARFUGLIA	ciarfuglia@diag.uniroma1.it
UPC - (RC)	Alberto SANFELIU	alberto.sanfeliu@upc.edu
UPC - (AC)	Anna TOR	anna.tor.font@upc.edu
UNICLAM – (RC) + (AC)	Alessandro MARINO	alessandro.marino@unicas.it
DTI - (RC)	Tsampikos KOUNALAKIS	tsko@teknologisk.dk
DTI – (AC)	Lars DALGAARD	ldd@teknologisk.dk
PALEBLUE – (RC)	Juan CORREA	jco@pale.blue
PALEBLUE – (AC)	Feliks GORBATSEVICH	fg@pale.blue
PAL ROBOTICS - (RC)	Alessandro DI FAVA	alessandro.difava@pal-robotics.com
PAL ROBOTICS - (AC)	Sarah TERRERI	sarah.terreri@pal-robotics.com
AGRIMESSINA - (RC) + (AC)	Francesco MESSINA	francesco@agrimessina.com
RSA – (RC)	Alessandro A. FREZZA	alex22663@gmail.com
RSA – (AC)	Gabriela MURABITO	g.murabito@rsaservizi.it

(RC: Research Contact; AC: Admin Contact)

Table 3. WP Leaders

WP#	WP Title	WPL
1	Project Management	UNIROMA3
2	Functional specifications	AGRIMESSINA
3	Robot platform development integration and testing	DTI
4	Agronomic-oriented perception	UPC
5	Single robot functionalities	UNICLAM
6	Human-robot interaction	UNIROMA1
7	Multi-robot coordination	UNIROMA3
8	Task planning for human-multi-robot systems	KTH
9	Architecture field validation	UNIROMA1
10	Dissemination and promotion of the exploitation	UPC
11	Ethics requirements	UNIROMA3

3 Project management of CANOPIES

3.1 Work Package 1

WP1 is dedicated to the coordination of the project activities, the management of the communication among the project's beneficiaries and with the EC, the overall legal, contractual, ethical, financial and administrative management of the Consortium, and the coordination, the update and management of the CA together with the implementation of all actions necessary to fulfill the obligations of the GA. Beneficiary #1 UNIROMA3, leads the WP1 as Project Coordinator (CO)

WP1 will operate to:

- Ensure the overall management of the Project.
- Ensure that all the formal aspects of the coordination task are duly implemented.
- Ensure that CANOPIES meets the defined objectives, results, time-schedules and budget.
- Provide communication between the Consortium and the EC.
- Guarantee efficient communication between project beneficiaries.
- Activate, if necessary, the internal dispute-solving procedures according to the CA.
- Coordinate the day-to-day operational management of the whole project, monitoring technical progress and the UoR (see Section 6 below).

3.1.1 Task 1.1 Technical and scientific coordination (Task leader UNIROMA3)

This task rests under the responsibility of the CO and focuses on the overall scientific coordination and control of the project entire technical work plan, the quality assurance of the project scientific outputs and of the related dissemination, leading to the fulfilment of the project scientific goals.

T1.1 therefore will:

- manage the scientific and methodological implementation of CANOPIES;
- define, through a fully collaborative approach with the other beneficiaries, the project's quality standards of the expected outputs.

3.1.2 Task 1.2 Management (task leader RSA)

This task deals with the implementation of all typical organizational and coordination actions relating to the management of the Grant Agreement and of the Consortium Agreement. RSA will:

- support the CO to run the overall management of the Project,
- support the CO in organizing the Kick-off Meeting (KoM) and all other periodic meetings to be held among partners regularly;
- support the Project Management Committee (PMC);
- keep track of the budget through the monitoring of the Use of the Resources (UoR) on a regular basis;
- Support the CO as additional point of contact with the Commission for any contractual matter; liaison with EC, covering of review meetings, submission of deliverables, etc.

3.1.3 Task 1.3 Risk assessment (Task leader UNIROMA3)

This task focuses on the identification of the challenges of the research and of those linked to the implementation process, so leading to the design of a dedicated risk assessment project's framework. This includes the definition of a set of performance and qualitative metrics and standards. The final goal being that the actual risks are duly monitored, and relevant future criticalities contained by timely proposing adequate countermeasures and mitigation actions. The CO will constantly monitor the project activities focusing on the scientific and technical contents, while the PM (RSA) through Task 1.2, will allow a quick identification of any risk generated by financial and/or organizational related matters.

The project's critical Implementation risks and mitigation actions are summarized in the Table WT5 of the Annex I to the GA.

4 Financial management

The CO oversees the financial contribution of the EC to CANOPIES. The CO transfers payments to the partner's bank accounts without unjustified delay and in conformity with the rules laid out in the GA and CA.

The CO also monitors the submission of the FS (Annex 4 of the GA) and handles with the PMC any request of re-allocation of funding within the Consortium.

The following are the payments made/to be made by the EC to the CO:

- One **pre-financing payment** made within 30 days either from the entry into force of the GA or from 10 days before the starting date of the project.
- **Two interim payments** made within 90 days from receiving the periodic reports at the end of **P1** and **P2**. The amount of the interim payments is calculated by the EC following the application of the reimbursement rates (100%) and considering the limit of 90% of the maximum grant amount.
  The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in art. 5.1 of the GA.
- One **payment of the balance** reimbursing the remaining part of the eligible costs incurred by the beneficiaries. The amount due as balance is calculated by the EC by deducting the total amount of pre-financing and interim payments already made, from the final amount determined in accordance with art. 5.3 of the GA.
  Being the total amounts of previous payments lower than the final grant amount, the EC will pay the balance within 90 days from receiving the final report (**P3**). At the payment of the balance, the amount retained for the Guarantee Fund will be released.

The maximum grant amount is **EUR 6.904.940,00**. The amount of the pre-financing set out in the GA is **EUR 3.682.634,67**. An amount of **EUR 345.247,00** (5% of the maximum grant amount) is retained by the EC from the pre-financing payment and transferred into the Guarantee Fund.

The actual pre-financing paid by the EC is EUR **3.337.387,67**. The distribution of the pre-financing to the partners has been processed by the CO on February 3rd 2021. The details are provided in the following table 4

Table 4. Pre-financing: distribution

(EURO)

Total costs	Max EC Grant amount	Prefinancing amount	Guarantee Fund (5%)	Actual prefinancing
6.904.940,00	**6.904.940,00**	**3.682.634,67**	**345.247,00**	**3.337.387,67**

#	Beneficiary	Project costs (GA)	Max EC Grant amount	Project share	Prefinancing amount
1	UNIROMA3	910.960,00	910.960,00	13,19%	440.297,33
2	KTH	883.125,00	883.125,00	12,79%	426.843,75
3	UNIROMA1	741.888,75	741.888,75	10,74%	358.579,56
4	UPC *	765.830,00	765.830,00	11,09%	370.151,17
5	UNICLAM	739.375,00	739.375,00	10,71%	357.364,58
6	DTI	886.198,75	886.198,75	12,83%	428.329,40
7	PALEBLUE	797.812,50	797.812,50	11,55%	385.609,38
8	PALROBOTICS	847.500,00	847.500,00	12,27%	409.625,00
9	AGRIMESSINA	132.500,00	132.500,00	1,92%	64.041,67
10	RSA	199.750,00	199.750,00	2,89%	96.545,83
	TOTAL	**6.904.940,00**	**6.904.940,00**	**1,00**	**3.337.387,67**

** including third party CSIC*

5 Periodic reporting to the EC

CANOPIES is divided in 3 Reporting Periods (RP), respectively covering M1-18 (**RP1**), M19-36 (**RP2**) and M37-48 (**RP3**). The CO supported by the PM will submit a Periodic Report within 60 days following the end on each RP. The Periodic Report will include the followings:

(a) a periodic technical report containing:

(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 to the GA. This report will also include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out. The report will detail the exploitation and dissemination of the results and indicate the communication activities carried out;
(iii) a summary for publication by the EC;
(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 EC and the Horizon 2020 key performance indicators and EC and the Horizon 2020 monitoring requirements;

(b) a periodic financial report containing:

(i) an 'individual financial statement' (see Annex 4) from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs (see Article 6 of the GA) for each budget category. The beneficiaries must declare all eligible costs, even if they exceed the amounts indicated in the estimated budget. Amounts which are not declared in the individual financial statement will not be taken into account by the EC. If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period. The individual financial statements of the last reporting period must also detail the receipts of the action (see GA Article 5.3.3). Each beneficiary must certify that:
    a. the information provided is full, reliable and true;
    b. the costs declared are eligible (see GA Article 6);
    c. the costs can be substantiated by adequate records and supporting documentation (see GA Article 18) that will be produced upon request (see GA Article 17) or in the context of checks, reviews, audits and investigations (see GA Article 22), and - for the last reporting period: that all the receipts have been declared (see GA Article 5.3.3);
(ii) an explanation of the use of resources (UoR) and the information on subcontracting (see GA Article 13) and in-kind contributions provided by third parties (see GA Articles 11 and 12) from each beneficiary, for the reporting period concerned;
(iii) a periodic summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment

In addition to the periodic report for the last reporting period, the coordinator will submit the final report within 60 days following the end of the last reporting period. The final report will include the following:

a) a **final technical report** with a **summary** for publication containing:
   (i) an overview of the results and their exploitation and dissemination;
   (ii) the conclusions on the action, and
   (iii) the socio-economic impact of the action;
b) a final financial report containing:
   (i) a final summary financial statement, created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and
   (ii) a certificate on the financial statements (drawn up in accordance with Annex 5 to the GA) for each beneficiary, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see GA Article 5.2 and Article 6.2).

All above reports are coordinated and monitored by the CO supported by the PM who will also provide advice on the required contents. The CO and the PM are responsible for requesting and reviewing the reports, for verifying their accuracy and completeness and submitting them to the EC.

Each beneficiary must provide in good time the data needed for these reports.

As far as the technical reports are concerned, relevant contributions are expected from all beneficiaries monitored and led by the WPLs. Revisions, if required for the technical report's final acceptance, are managed by the WPLs and the CO.

As far as the financial reporting is concerned, the CO and the PM will provide support:

- by facilitating the collection of financial figures for the relevant reporting period;
- by informing about required documents such as Certificates of the Financial Statement (i.e., CFS, Annex 5 of the GA);
- by clarifying how to enter figures into SyGMa if needed;
- and by reviewing the cost explanations for consistency and completeness.

When finalized, the beneficiaries will autonomously enter their financial information into SyGMa, electronically sign the FS and submit them to the CO. Revisions requested by the EC will be organized and submitted without delay via the CO.

The following is a sampling of the explanation on the claimed costs to be filled in into the SyGMa online modules at RP1 and RP2 and RP3:

Cost items	Focus of explanation
Personnel costs	Provide the no. of Person Months (PM) deployed per single WP in the relevant period.

Other direct costs – Travels	List each mission specifying name(s) and no. of participants. Place of destination. Dates. Link the travel to the relevant WP(s). Confirm whether or not the listed travel was foreseen in the Annex I. If not, inform the CO providing adequate justification. Travel outside the EU if not foreseen in the Annex I must be agreed with the PO via the CO.
Other direct costs – Durable equipment	Claim the depreciation applicable to the relevant reporting period according to the national and internal regulations of your Organization. Confirm whether or not the listed equipment was foreseen in the Annex I. If not, inform the CO providing adequate justification.

6 Basic financial and administrative aspects

6.1 Eligible and ineligible costs

Eligible and ineligible costs are defined in art. 6 of the GA.

For Actual Costs:

i) They must be actually incurred by the partner; they must be incurred in the period set out in Article 3 of the GA, apart from costs relating to the submission of the periodic report for the last reporting period and the final report.
ii) They must be indicated in the estimated budget set out in Annex 2 of the GA.
iii) They must be incurred in connection with the action as described in Annex 1 and necessary for its implementation.
iv) They must be identifiable and verifiable, in particular recorded in the partner's accounts in accordance with the accounting standards applicable in the country where the partner is established and with the partner's usual cost accounting practices.
v) They must comply with the applicable national law on taxes, labor and social security.
vi) They must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

For Unit Costs:

i) They must be calculated as follows:
{amounts per unit set out in Annex 2a or calculated by the partner in accordance with its usual cost accounting practices (see Article 6.2, Point A and Article 6.2.D.5) multiplied by the number of actual units}.

ii) The number of actual units must comply with the following conditions:
- the units must be actually used or produced in the period set out in Article 3.
- the units must be necessary for implementing the action or produced by it, and
- the number of units must be identifiable and verifiable, in particular supported by records and documentation (see Article 18).

For Flat-rate costs:

i) They must be calculated by applying the flat-rate set out in Annex 2, and
ii) The costs (actual costs or unit costs) to which the flat-rate is applied must comply with the conditions for eligibility set out in Article 6 of the GA.

Costs are eligible if they comply with the above general conditions and the specific conditions set out in the GA for each of the following budget categories:

- Direct personnel costs.
- Direct costs of subcontracting.
- Other direct costs.
- Indirect costs.

For detailed and binding conditions please always refer to the GA

Direct costs are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs.
Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

How to be sure costs are eligible:

- They must be actually incurred by the partner.
- They must be incurred in the period of duration of the action. There are only one exception costs relating to the submission of the periodic report for the last reporting period and the final report.
- They must be indicated in the estimated budget set out in Annex 2 of GA.
- They must be incurred in connection with the action as described in Annex 1 and necessary for its implementation (necessary to achieve the action's objectives).
- They must be identifiable and verifiable, in particular recorded in the beneficiary's accounts according to the accounting standards applicable in the country and with the beneficiary's usual cost accounting practices (come directly from the beneficiary accounts and supported by documentation).
- They must comply with national laws on taxes, labor and social security.
- And finally, they must be reasonable, justified and must comply with the principle of sound financial management in particular regarding economy and efficiency (in line with housekeeping practice when spending public money and not be excessive).

IMPORTANT: Keep Records used to proof eligibility. Pay attention to the requirements for personnel costs records and hourly rate/units calculation.

Ineligible costs

Are those costs that do not comply with the conditions set out in Article 6.1 to 6.4 of GA, in particular:

- Costs related to return on capital.
- Debt and debt service charges.
- Provisions for future losses or debts.
- Interest owed.
- Doubtful debts.
- Currency exchange losses.
- Bank costs charged by the partner's bank for transfers from the Agency.
- Excessive or reckless expenditure.
- Deductible VAT.
- Costs incurred during suspension of the implementation of the action (see Article 49).

During the implementation of the CANOPIES or afterwards, the EC checks, reviews, investigates and audits the proper implementation of the project and its compliance with the GA. The EC may order an audit to the grant during the project or at any time up to 2 years after the final payment. Any claimed ineligible costs will be recovered or deducted from the next payment.

In the context of checks, reviews, audits or investigations, beneficiaries must make available records and other supporting documentation that proves the proper implementation of the action and that the costs they declare as eligible (for a period of five years after the payment of the balance).

This are the specific conditions applying to CANOPIES:

- Obligation to keep records: 5 years
- Right to carry out reviews: up to 2 years
- Right to carry out audits: up to 2 years
- Extension of audit findings from other grants to this grant: no later than 2 years
- Evaluation of the impact of the Action: up to 5 years

In addition, the following GA Options are applicable to CANOPIES GA:

- Article 6.2.D.2 – Equipment costs – depreciation.
- Article 6.2.D.4 – Large research infrastructure (LRI) costs.
- Article 14 – Linked third parties.
- Article 29.3 – Actions that participate in the Open Research Data Pilot.
- Article 30.3 – EU right to object to transfers or licensing – EU grants.
- Article 31.5 – Access rights to results for EU – EU grants.
- Article 57.2 – Dispute settlement – non-EU beneficiaries.

7 Monitoring of the Use of the Resources (UoR)

The allocation of resources is controlled on a half-year basis by the CO supported by the PM. First results of this monitoring exercise are to be included in Deliverables D1.3.

The additional six-months- based assessments shall be carried out (at M12 – M24 – M30 – M42) for internal purposes, while, as anticipated in section 5 above, RP1, RP2 and RP3 shall be submitted respectively at M18, M36 and M48.

Beneficiaries will be asked to report the distribution of their Person Months; data will be reviewed by the CO, supported by the PM, mainly to verify whether the efforts are consistent with those planned in the Annex I and reflect the actual flowing of the project according to the active GANTT.

This data collection will allow the CO to track the manpower allocation per partner throughout the project and therefore will provide a detailed summary of planned versus actual Person Months deployed for controlling purposes.

Each beneficiary will also be asked to justify any major over/underuse of Person Months to make sure that the deviations from the planned scheme will not result in an overall delay of the project or otherwise jeopardize the project's objectives.

The PM will circulate in due course an Excel form to gather the above data and information.

8 Project documents

A set of general templates for the deliverables and internal/external presentations has been prepared by the CO and will be made available to all beneficiaries. During CANOPIES' implementation, a wide range of documents will be widely used, either for internal use, for reporting to the EC or for dissemination and exploitation purposes. The table below shows, per each item, the preparation and approval chain

Type of document	Prepared by	Approved by
Deliverables	TS	WPL - RW - CO
Technical notes	TS	WPL - RW - CO
Coordination memos	CO - PM	CO
Minutes of meetings	WPL (WP meetings) - CO/PM	WPL - CO - BEN

TS: Technical Staff

MS: Mamagement staff

CO: Coordinator

WPL: Work Package Leaders

RW: Internal rewievers

PM: Project Manager

9 Deliverables

The project's workplan includes 10 Work Packages and 37 deliverables. One additional WP (WP11) and 4 deliverables have been generated by the EC to comply with the H2020 Ethics Requirements.

As the high-quality standard of the deliverables is a priority, the following steps, to be mainly implemented by WPLs and the CO, will help to define a shared structured reviewing and approval process:

- Main authors and internal reviewers of the technical deliverables to be submitted in the first 12 months of the project, will be identified by the CO and the WPL in advance by the second month of implementation of CANOPIES, following the technical discussion held during the KoM meeting.
  Adjustments, if needed, will be adopted during project implementation. Authors and reviewers for the additional deliverables will be identified on a yearly basis. There will be at least one internal reviewer per deliverable;
- D1.1 and D1.2 will be reviewed and approved by the CO before the submission (M1). Due to the late scheduling of the KoM (February 2021 - M2 of the project). At this purpose the CO has already settled the delay of the submission of D1.2 to M2 with the PO;
- As indicative internal work schedule for the timely production of the deliverables, some 6 weeks will be devoted to the preparation of the deliverables; in addition, 1 week/10 days will be dedicated to the internal review. Timing is subject to variations according to the complexity of the deliverables themselves.

Table 5 below lists all the due deliverables, including the monitoring of the UoR.

Table 5. Scheduling of the deliverables

Due dates		Deliverables						Lead beneficiary			
Jan-21	M1	**D1.1**	**D1.2**					**RSA**			
Feb-21	M2	D10.1						UPC			
Mar-21	M3	D10.3	*D11.1*					UPC	UNIROMA3		
Apr-21	M4	D1.4	D2.1					UNIROMA3	AGRIMESSINA		
May-21	M5										
Jun-21	M6	D1.3	D2.2	D10.2	***D11.2***	***D11.3***	***D11.4***	RSA	DTI	UPC	**UNIROMA3**
Jul-21	M7										
Aug-21	M8	D3.4						PALEBLUE			
Sep-21	M9										
Oct-21	M10	D2.3	D2.4	D3.1				UNIROMA3	PALEBLUE	DTI	
Nov-21	M11										
Dec-21	M12	D4.3	**UoR**					PALEBLUE	RSA		
Jan-22	M13										
Feb-22	M14	D3.2						DTI			
Mar-22	M15	D5.4						PALEBLUE			
Apr-22	M16										
May-22	M17										
Jun-22	**M18**	D6.4						PALEBLUE			
Jul-22	M19										
Aug-22	M20	D7.1						UNIROMA3			
Sep-22	M21										
Oct-22	M22	D7.3						PALEBLUE			
Nov-22	M23										
Dec-22	M24	**UoR**						RSA			
Jan-23	M25	D8.4						PALEBLUE			
Feb-23	M26	D5.1						UNICLAM			
Mar-23	M27										
Apr-23	M28										
May-23	M29										
Jun-23	M30	**D4.1**	**D4.2**	D6.2	**UoR**			**UPC**	UNIROMA1	RSA	
Jul-23	M31										
Aug-23	M32	D5.2						UNICLAM			
Sep-23	M33	D9.1						DTI			
Oct-23	M34										
Nov-23	M35										
Dec-23	**M36**	D5.3	**D6.1**	**D6.3**	D8.2			UNICLAM	**UNIROMA1**	KTH	
Jan-24	M37										
Feb-24	M38										
Mar-24	M39										
Apr-24	M40	D3.3						DTI			
May-24	M41										
Jun-24	M42	D7.2	**D8.1**	**D8.3**	D9.2	**D9.3**	**UoR**	UNIROMA3	**KTH**	UPC	RSA
Jul-24	M43										
Aug-24	M44										
Sep-24	M45										
Oct-24	M46										
Nov-24	M47										
Dec-24	**M48**	D9.4						UNIROMA1			

Bold identifies multiple deliverables and related responsible beneficiary

9.1 Structure of the deliverables

Each technical deliverable (Report) should respect the following customary structure:

- Executive Summary – a brief summary of the key points of the main document
- Table of Content
- Abbreviations and Acronyms
- Introduction – an outline of the aims and objectives of the deliverable and where it fits in the context of the CANOPIES project. The introduction should also explain the interdependences related to this deliverable, whether this work is drawing on earlier tasks and deliverables and what other tasks will use this deliverable as input or for structuring their work.
- Main body of the report – this section will explain the task that was carried out and the results generated and illustrate the technical and scientific progress made within the task.
- Conclusions – summarizing the major outputs of the deliverable and the implications of the results on other parts of the project or the impact on that the results will have for the CANOPIES stakeholders and targeted users' community. The conclusions should also highlight the deficiencies in the work carried out and where future improvements or further work should be directed.
- References
- Annexes – Annexes of data or further information not suitable for the main body of the report either due to its detailed nature or separated for confidentiality purposes.

9.2 Encoding the deliverables

This is the structure to correctly encode the deliverables and facilitate their tracking and storage:

[CANOPIES]-WPX_D.X.x_V.X.x_[DRAFT/FINAL/SUBMITTED] _YYYMMDD

10 Communication

10.1 Communication with the EC.

The CO will act as sole intermediary for all communications between the project partners and the EC.

The CO will manage all the correspondence with the PO on the following topics:

- the preparation, completion and submission of the PR (section 5 above) and FS for the Consortium,
- the preparation, completion and submission of deliverables,
- project and funding related matters requiring specific feedback and agreement by the PO.

The interaction between the CO and PO will be mainly handled through the EC's Grant management Platform for H2020 (SyGMa). This will allow the management and archiving of all procedures relating to the submission of deliverables and reports, to the payment execution and audit implementation as well as to the entering of any potential amendment to the GA.

10.2 Internal communication.

Reference shall be made to the identified scientific and administrative contacts of each beneficiary. Email is expected to be the primary form of communication within CANOPIES. To ease their identification, it is strongly suggested that all email subjects begin with [CANOPIES].

In addition, as long as the COVID19 emergency restrictions will be in place, technical, administrative meetings and full Consortium meetings will be carried out through conference calls. Prior to any call a notice should be issued by the organizer(s) to the involved participants, setting the date and time, and also providing the agenda and any supporting document that should be examined in advance

11 Information on EU Funding

It is important to note that visibility of EU funding is mandatory while promoting CANOPIES. Please use always:

- The EU emblem - High-resolution emblems can be found here: http://europa.eu/about-eu/basic-information/symbols/flag/
- The Project Logo

Also always include the following text:

- For general external communication activities: The following text: "This project has received funding from the European Union's Horizon 2020 Research and Innovation Programme, under Grant Agreement number 101016906".
- For equipment and major results: This [equipment]/[insert type of results] is part of a project that has received funding from the European Union's Horizon 2020 Research and Innovation Programme, under Grant Agreement number 101016906

The same applies to scientific dissemination activities highlighting the results achieved by the project

- Progress within each work package with a focus on due deliverables.
- Recent and coming events attended by CANOPIES members.
- Management, reporting.
- Dissemination, networking organization of review and plenary meetings, etc.

12 Conclusions

As anticipated, these guidelines are intended to be a quick reference guide to be used by the Consortium partners of CANOPIES to ensure an understanding of the roles and responsibilities of each beneficiary in implementing the project through efficient and well managed processes. This document should be used to complement the Grant Agreement and the Consortium Agreement. Further guidelines may also be found on the EC Participant Portal within the H2020 Online Manual:

https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

If further assistance or advice is required, please contact:

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