

# Project Management and Follow-up Guidelines



Kata-Riina Valosaari  
Call Secretary

Pilot Call Kick-Off Meeting  
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Brussels

# Starting dates

- All projects have started between September 2014 and January 2015
- All Consortium Agreements finalised
- In addition each partner will have their own starting date decided by the national funding organisations

❖ The duty of the Consortium Coordinator is to ensure that a Consortium Agreement with the starting date of the project is in place between all partners in the Consortium and inform the Call Secretariat about it!

# Financial issues

- The financial support will be paid directly by the national funding organisations to their national participants following the national funding rules
- The financial reporting shall also be made according to the national rules directly to the national funding organisations
- No payment will be made by the Call Secretariat!



# Project reporting – Why?

- Give direct feedback and recommendations to the projects during and after the funding period
- Project reporting and evaluation of the projects will be the base to assess the impacts and achievements of the Water JPI Pilot Call goals
- Evaluation will improve the process of running future joint calls, improving of the Water JPI future water research vision and stimulating the debate for the future calls/initiatives

# Project Reporting Process

- Project reporting includes two formal reports
  - Mid-term Report dead line 31.3.2016 or 30.9.2016
  - Final Report dead line 31.3.2017 or 31.3.2018
- Reports will be monitored and evaluated by the Pilot Call Follow-up Group (FG)
- FG will give feedback and recommendations to the projects
- Call steering committee will review the reports based on the recommendations from the follow-up group
  - These rules do not substitute national regulations!



❖ The duty of the Consortium Coordinator is to submit a mid-term report and a final report to the Call Secretary. These reports are to be submitted using the templates provided by the Call Secretariat.

# Project reporting

## Pilot Call Follow-up Group (FG)

- Aim
  - to perform a comprehensive evaluation of the progress of the projects funded under the Water 2013 JPI Pilot Call
- Objectives
  - to provide a comprehensive review of all the projects
  - to get added value information and recommendations from a constituency of experts not directly involved in the projects
  - to improve the vision and stimulate the debate for the future calls/initiatives in each topic area
- Composition
  - tentatively four Evaluation Committee members covering the topics of the funded projects

# Project reporting

## Mid-term report 2016

1. Publishable Summary
2. The work performed and the results achieved in the period concerned
  - a) Scientific and technological progress
  - b) Collaboration, coordination and mobility
3. Table of Deliverables
4. Consortium Meetings
5. Stakeholder/industry engagement
6. List of publications produced by the project



➤ [Mid-term report template Annex 1](#)

# Project reporting

## Final report 2017/2018

1/2

1. Publishable Summary
2. The work performed and the results achieved in the period concerned
  - a) Scientific and technological progress
  - b) Collaboration, coordination and mobility
  - c) How did the project cover the main aims of the Call?
  - d) Is the collaboration between consortium partners expected to continue after the funding period? How?

# Project reporting

## Final report 2017/2018

2/2

1. Table of Deliverables
2. Consortium Meetings
3. Stakeholder/industry engagement
4. Impact statement
5. List of publications produced by the project
6. List all staff and students supported by or affiliated with this project

➤ Final report template (tentative) Annex 2

# Final evaluation 2018

- Pilot Call Final Meeting spring 2018
  - Consortia present their final results to the FG
  - FG may interview the projects
  - FG will prepare a common evaluation of each project: how each project has met and achieved their research objectives and goals?
- FG will deliver an assessment of the impacts of the Water JPI 2013 Pilot Call: how the research carried out by the seven consortia has met and achieved to the Water JPI 2013 Pilot Call objectives?

# Communication and Acknowledgement of funding

- Communication material should clearly mention Water JPI and the national funding bodies

*"This work has been financed through the project funded by (enter National funder name), in the frame of the collaborative international consortium (enter WATERJPI2013-Consortium acronym) of the Water Challenges for a Changing World Joint Programming Initiative (Water JPI) Pilot Call."*

- ❖ The duty of all Consortium Partners is to ensure that all project publications in any media include proper acknowledgement to the Water JPI, the Pilot Call and the respective funding partner organizations. A detailed list with abstract or copy of the publication should be provided as part of the final reporting.



# Communication and Acknowledgement of funding

- Reports and presentations should use provided electronic templates
- The website, posters, presentations, videos, leaflets and other visual media, must additionally include the logo of the Water JPI
- Templates and logo can be uploaded via Water JPI web pages [www.waterjpi.eu](http://www.waterjpi.eu)



# Other

- Partners of funded consortiums must communicate with their respective national funding agency for all aspects related to funding and reporting

❖ The duty of the Consortium Coordinator is to inform the Call Secretariat and NCPs about any major change in the course of the project affecting the Consortium as a whole (e.g. changes in work plan, scope or in the Consortium; substantial delays).

- These Project Management Guidelines will be effective from the date of the National funding decisions and shall remain in force until the last final project report is approved in 2018

# Contact information

Call Secretariat



Country	Funding Organization	National Contact Point (NCP)	Email address
CY	RPF	Anna Maria Christoforou	<a href="mailto:amchristoforou@research.org.cy">amchristoforou@research.org.cy</a>
DK	DSF	Lene Cividanes	<a href="mailto:lecd@fi.dk">lecd@fi.dk</a>
	IFD	Charlotte Demuth Pedersen	<a href="mailto:Charlotte.vonsydow@innofond.dk">Charlotte.vonsydow@innofond.dk</a>
FI	AKA	Kata-Riina Valosaari	<a href="mailto:kata-riina.valosaari@aka.fi">kata-riina.valosaari@aka.fi</a>
		Harri Hautala	<a href="mailto:harri.hautala@aka.fi">harri.hautala@aka.fi</a>
FR	ONEMA	Frederique Martini	<a href="mailto:frederique.martini@onema.fr">frederique.martini@onema.fr</a>
DE	BMBF	Maike Funke (for the Pilot Call)	<a href="mailto:maike.funke@kit.edu">maike.funke@kit.edu</a>
		Sabine Sorge (for Water JPI)	<a href="mailto:s.sorge@fz-juelich.de">s.sorge@fz-juelich.de</a>
IE	EPA	Alice Wemaere	<a href="mailto:a.wemaere@epa.ie">a.wemaere@epa.ie</a>
IT	MIUR	Cecilia Bibbò	<a href="mailto:cecilia.bibbo@miur.it">cecilia.bibbo@miur.it</a>
		Alberto Martuscelli	<a href="mailto:alberto.martuscelli@miur.it">alberto.martuscelli@miur.it</a>
NO	RCN	Per Backe-Hansen	<a href="mailto:pbh@rcn.no">pbh@rcn.no</a>
PT	FCT	Germana Santos	<a href="mailto:germana.santos@fct.pt">germana.santos@fct.pt</a>
		Rui Munhá	<a href="mailto:rui.munha@fct.pt">rui.munha@fct.pt</a>
ES	MINECO	Leyre Vergés	<a href="mailto:ww14ncp.secretariat@mineco.es">ww14ncp.secretariat@mineco.es</a>
	CDTI	Paloma Velasco	<a href="mailto:paloma.velasco@cdti.es">paloma.velasco@cdti.es</a> <a href="mailto:dptosbcn@cdti.es">dptosbcn@cdti.es</a>



THANK YOU!

