

# **Project Management Guidelines**

## **- funding and reporting rules**

### **Water Joint Programming Initiative Pilot Call: Emerging water contaminants – anthropogenic pollutants and pathogens**

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.

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The Water JPI Pilot Call for projects on theme “Emerging water contaminants – anthropogenic pollutants and pathogens” resulted in 7 funded consortiums including 44 consortium partners. The Project Management Guidelines details the requirements for reporting to the Call Secretariat, for contracting and for communication.

## Starting dates

The research projects have started between September 2014 and January 2015. The date should be defined in the Consortium Agreement signed by each consortium partner.

- ❖ The duty of the Consortium Coordinator is to ensure that a Consortium Agreement is in place between all partners in the Consortium and inform the Call Secretariat about the completion of the Consortium Agreement with the starting date of the project. The Water JPI funding partner organisations may ask the Coordinator to deliver a copy of the Consortium Agreement before the national funding decisions are completed.

In addition each partner will have their own starting date decided by the national funding organisations in their funding decisions. The Projects will last two to three years.

## 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

Project reporting includes 2 formal reports, Mid-term Report and Final Report (Annexes 1 and 2), that should be sent by e-mail to the Call Secretariat. All reports should cover the reporting periods (mid-term report 12 or 18 months and final report 24 or 36 months). The variation in the expected timeframe for project duration will result in a certain scatter in the collection of these reports (see Table 1).

After submission of the reports and in particular the final one, the Call Secretariat may ask for supplementation or additional information. The reports will be monitored and evaluated by the Pilot Call Follow-up Group, which will provide feedback and recommendations to the projects. The results of the mid-term and final evaluations will be communicated to the Call Steering

Committee, and a summary of these results will be presented to and discussed with the Water JPI Governing Board.

Each partner in the Consortium must comply with the interim reporting requirements of their respective national funding organisation. These rules do not substitute national regulations. In addition, all significant difficulties in implementing the project should be reported by email independently of the reporting procedure to the relevant National Contact Point (NCP). Please contact your NCP in case of queries (Table 2).

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

**Table I.** The Project starting dates (defined in the Consortium Agreements), end dates, and dead-lines for submitting the mid-term and final reports to the Call Secretary.

Consortium name	Project start date	Project end date	Mid-term report dead line	Final report dead line
<b>FRAME</b>	01.12.2014	30.11.2017	30.09.2016	31.03.2018
<b>METAWATER</b>	31.12.2014	30.12.2017	30.09.2016	31.03.2018
<b>PERSIST</b>	01.12.2014	30.11.2016	31.03.2016	31.03.2017
<b>STARE</b>	05.09.2014	04.09.2017	30.09.2016	31.03.2018
<b>TRACE</b>	24.09.2014	23.09.2017	30.09.2016	31.03.2018
<b>MOTREM</b>	01.01.2015	31.12.2017	30.09.2016	31.03.2018
<b>PROMOTE</b>	05.09.2014	04.09.2017	30.09.2016	31.03.2018

## Communication

Communication material should clearly mention Water JPI and the funding bodies. The communication starts with the Kick-Off meeting on the 11<sup>th</sup> of March 2015 in Brussels. Tentatively, the mid-term project meeting will be organised in autumn 2016 and the final Pilot Call conference shall be held in autumn 2018. In addition project partners are encouraged to participate in all relevant scientific events and to publish their results in ad hoc scientific issues.

Reports and presentations should use the electronic templates which will be provided via Water JPI web pages.

- ❖ 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.

## Acknowledgement of funding

Any dissemination activity, presentation, report or scientific publication related to the results of the project, must include the appropriate reference and acknowledge to the origin of the funding as follows:

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

The website, posters, presentations, videos, leaflets and other visual media, must additionally include the logo of the Water JPI (provided via Water JPI web pages).

## 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).

## Contact information

### The Water JPI Pilot Call Secretariat

Academy of Finland

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Dr Harri Hautala

[harri.hautala@aka.fi](mailto:harri.hautala@aka.fi)

**Table 2.** Contact information of the National Contact Points (NCP)

Country	Funding Organization	National Contact Point (NCP)	Email address
<b>CY</b>	RPF	Anna Maria Christoforou	<a href="mailto:amchristoforou@research.org.cy">amchristoforou@research.org.cy</a>
<b>DK</b>	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>
<b>FI</b>	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>
<b>FR</b>	ONEMA	Frederique Martini	<a href="mailto:frederique.martini@onema.fr">frederique.martini@onema.fr</a>
<b>DE</b>	BMBF	Maike Funke ( <i>for the Pilot Call</i> )	<a href="mailto:maike.funke@kit.edu">maike.funke@kit.edu</a>
		Sabine Sorge ( <i>for Water JPI</i> )	<a href="mailto:s.sorge@fz-juelich.de">s.sorge@fz-juelich.de</a>
<b>IE</b>	EPA	Alice Wemaere	<a href="mailto:a.wemaere@epa.ie">a.wemaere@epa.ie</a>
<b>IT</b>	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>
<b>NO</b>	RCN	Per Backe-Hansen	<a href="mailto:pbh@rcn.no">pbh@rcn.no</a>
<b>PT</b>	FCT	Germana Santos	<a href="mailto:germana.santos@fct.pt">germana.santos@fct.pt</a>
		Rui Munhá	<a href="mailto:ruimunha@fct.pt">ruimunha@fct.pt</a>
<b>ES</b>	MINECO	Leyre Vergés	<a href="mailto:wateur.secretariat@mineco.es">wateur.secretariat@mineco.es</a>
		Rosa Rodríguez Bernabé	<a href="mailto:rosar.bernabe@mineco.es">rosar.bernabe@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>

## Annexes

1. Mid-term report – template
2. Final report – template (tentative)

## Annex 1.

# **Pilot Call Mid-Term Report 2016**

## **Water Joint Programming Initiative**

### **Pilot Call: Emerging water contaminants – anthropogenic pollutants and pathogens**

This document must be filled in by the project coordinator with the help of its project partners and must be sent to the Water JPI Call Secretariat by **31.3.2016** (for Consortium PERSIST) or **30.09.2016**.

The Call Secretariat ensures distribution to the concerned national funding agencies. The project coordinator is responsible for sending a copy of the report to its partners.

<b>PROJECT TITLE AND ACRONYM</b>
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Author of this report (Coordinator):

Date of submission:

E-mail:

Web site:

Project code: WaterJPI2013-**CONSORTIUM ACRONYM**

Duration of project:

Start date:

End date:

Period covered by this report:



## 1. Publishable Summary

*Maximum 1 page*

The content of this section is intended for communication by Water JPI on the project, mainly through its website. Style should be adapted to communication to a wide audience and quality must be suitable to enable direct publication. The authors authorize this publication by Water JPI.

The publishable summary should provide the following information:

- *The project context and objectives;*
- *The main results achieved so far;*
- *The expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far);*
- *The address of the project public website, if applicable.*

## 2. The work performed and the results achieved in the period concerned

*Maximum 4 pages.*

### **a. Scientific and technological progress**

Please describe the work performed and the results obtained during the period concerned, conformity of the work progress with the initial schedule.

Take into account the following aspects:

- *Have the project objectives progressed according to the original description and milestones? If not, please, explain the deviations.*
- *How has the progress of the project been promoting a multi-disciplinary work?*

### **b. Collaboration, coordination and mobility**

*Is the collaboration between partners effective? Is the contribution of each partner clearly identifiable?*

*Please, indicate clearly those who performed the work (incl. foreign and also in-kind partners).*

*Are the coordination and organization of the project efficient?*

*Please, describe mobility of the researchers within the Consortium.*

### 3. Table of Deliverables

Please indicate whether the planned deliverables have been completed, delayed or readjusted. Explain any changes, difficulties encountered and solutions adopted. Please add/suppress fields as necessary in the table below.

<b>Deliverable name</b>	<b>Lead partner (country)</b>	<b>Date of delivery (dd/mm/yyyy)</b>	<b>Comments</b>
<b>WPI</b>			
<b>WP2</b>			
<b>WPX</b>			

### 4. Consortium Meetings

Please fill in the table below, add/suppress fields as necessary in the table below.

<b>N°</b>	<b>Date</b>	<b>Location</b>	<b>Attending partners</b>	<b>Purpose/ main issues/main decisions?</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>.</b>				

## 5. Stakeholder/industry engagement

Maximum 1 page

Please indicate how stakeholders/industry has been involved in the project:

*Has the project succeeded to engage stakeholders/industry? If yes, how?*

*If applicable, please, describe provision of data by stakeholders/involvement of industry and dialogue between project and stakeholders/industry.*

*Has the cooperation between the consortium and industry/stakeholder partners influenced the outcome? If yes, how?*

*Has the project already caused unexpected impacts?*

## 7. List of publications produced by the project

- Please list all presentations, posters, and the publications in scientific, peer-reviewed journals listed in WoS derived from this project, separating those in preparation, those in review and those accepted or in press.
- You can provide web sites and/or electronic copies of the key ones.
- Please indicate all the co-authors for each publication.
- Please order publications per date (chronologically) and for each year by alphabetical order

International	Peer-reviewed journals	1. 2. 3.
	Books or chapters in books	1. 2. 3.
	Communications (presentations, posters)	1. 2. 3.

Annex 2.

# **Pilot Call Mid-Term Report 2016 Template (tentative)**

## **Water Joint Programming Initiative Pilot Call: Emerging water contaminants – anthropogenic pollutants and pathogens**

This document must be filled in by the project coordinator with the help of its project partners and must be sent to the Water JPI Call Secretariat by **31.3.2017** (for Consortium PERSIST) or **31.3.2018**.

The Call Secretariat ensures distribution to the concerned national funding agencies. The project coordinator is responsible for sending a copy of the report to its partners.

<b>PROJECT TITLE AND ACRONYM</b>
----------------------------------

Author(s) of this report (Coordinator):

Date of submission:

E-mail:

Web site:

Project code: WaterJPI2013- **CONSORTIUM ACRONYM**

Duration of project:

Start date:

End date:

Period covered by this report:

## 1. Publishable Summary

*Maximum 1 page*

The content of this section is intended for communication by Water JPI on the project (inc. whole consortium), mainly through its website. Style should be adapted to communication to a wide audience and quality must be suitable to enable direct publication. The authors authorize this publication by Water JPI.

The publishable summary should provide the following information:

- *The project context and objectives;*
- *The approaches used, methods and the work performed since the beginning of the project;*
- *The **results** and their scientific and socio economic **impact** and use;*
- *The address of the project public website, if applicable.*

## 2. The work performed and the results achieved within the project

*Maximum 6 pages*

### **a. Scientific and technological progress**

Please describe the work performed and the results obtained during lifetime of the project, conformity of work progress with initial schedule.

*How did the project progress compared to the original description and milestones?*

*How did the project promote a multidisciplinary work during its lifetime?*

**b. Collaboration, coordination and mobility**

Please indicate clearly who performed the work. Describe how effective the collaboration between partners (*incl. foreign and in-kind partners*) was, and how clear and objective was the articulation between all partners during the project lifetime.

*Was the coordination and organisation of the project effective?*

*Please, describe mobility of the researchers within the Consortium.*

*How mobility of researchers within the Consortium has benefitted from the project and/or research careers?*

**c. Which call theme/themes were addressed by the project? How did the project cover the main aims of the Call?**

1. Identification and prevention of emerging freshwater contaminants:

Proposals should aim to develop methods to identify emerging freshwater contaminants, to determine their sources, their behaviour and destination. Moreover, concepts should be investigated to prevent either the appearance or the impact of these contaminants in the future.

2. Control, mitigation and methods for treatment and removal:

Proposals should focus on developing and implementing measures or technologies to control, monitor and mitigate emerging freshwater contaminants. Additionally proposals should evaluate existing mitigation concepts.

3. Impacts on ecosystem services and human health:

Emerging freshwater contaminants have an impact on both ecosystem services and on human health. Proposals should further our understanding of the effects of emerging contaminants on ecosystem functioning and their associated risks. Proposals can also include methods to analyze and understand their influences, and develop appropriate assessment mechanisms

**d. Is the collaboration between consortium partners expected to continue after the funding period? If yes, please describe how.**

### 3. Table of Deliverables

Please indicate whether the planned deliverables were completed, delayed or readjusted. Please explain any changes, difficulties encountered and new solutions adopted. Please add/suppress fields if necessary in the table below.

<b>Deliverable name</b>	<b>Lead partner (country)</b>	<b>Date delivered (dd/mm/yyyy)</b>	<b>Comments</b>
<b>WPI</b>			
<b>WP2</b>			
<b>WPX</b>			

### 4. Consortium Meetings

Please fill in the table below, add/suppress fields as necessary in the table below.

<b>N°</b>	<b>Date</b>	<b>Location</b>	<b>Attending partners</b>	<b>Purpose</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>.</b>				



## 5. Stakeholder engagement

On the basis of sentences below (from the Call Announcement), please response how stakeholders have been involved in the project.

*“Participation of stakeholders (i.e. small and medium enterprises (SMEs), industries, authorities, public administrations, associations, as well as civil society organizations) is encouraged.”*

*“Proposals should build on on-going research activities at EU level and in the participating member states. They should describe opportunities and initiatives for cooperation with these activities.”*

What has been the added value of the stakeholders’ engagement to the project’s results?

## 6. Impact statement

On the basis of sentences below (from the Call Announcement), please, describe the impacts resulting from your work:

*“Cross-cutting issues such as socio-economic and/or capacity developing aspects (contributions to standards and norms) constitute an added value to RDI in this field.”*

*“The Water Framework Directive (2000/60/EC) and derived policies should be the basis for the identification of emerging freshwater contaminants in the context of the Pilot Call. Relevance of the proposed RDI activities (identification, monitoring, assessment, etc.) to these policies should be clearly demonstrated.”*

Please, describe any other (unexpected?) impact the project has made.

## 7. List of publications produced by the project

- Please list all oral presentations, posters, and publications in scientific, peer reviewed journals listed in WoS derived from this project, separating those in preparation, those in review and those accepted or in press.
- You can provide web sites and/or electronic copies of the key ones.
- Please indicate all the co-authors for each publication.
- Please order publications per date (chronologically) and for each year by alphabetical order

International	Peer-reviewed journals	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
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	Books or chapters in books	1. 2. 3.
	Communications (presentations, posters)	1. 2. 3.
National (separate lists for each nationality)	Peer-reviewed journals	1. 2. 3.
	Books or chapters in books	1. 2. 3.
	Communications (presentations, posters)	1. 2. 3.
Dissemination initiatives	Popularization articles	1. 2. 3.
	Popularization conferences	1. 2. 3.
	Others	1. 2. 3.

## 8. List all staff and students supported by or affiliated with this project

Please provide the following details for each staff member/student supported by this project:

\_\_\_\_\_ No students involved (stick here if no students were involved in the project)

1. Student Name:
2. Major/Degree field:
3. Major Professor:
4. Degree (Ph.D., M.S., M.A., B.S., B.A., etc):
5. Dissertation/Thesis title: