

# Project Management Guidelines

## Funding and Reporting Rules

**Water Joint Programming  
Initiative**

**WaterWorks2014 Cofunded  
Call**

*Research and Innovation for Developing  
Technological Solutions and Services for  
Water Systems*

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 2020.

**These rules do not substitute national regulations**

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The WaterWorks2014 Cofunded Call for projects on theme “Research and Innovation for Developing Technological Solutions and Services for Water Systems” resulted in 16 funded consortia including 83 consortium partners. The Project Management Guidelines details the requirements for project management and communication.

## Related Documents:

[OpenWaterJPI Interface Guidelines](#)

## Glossary

JPI	Joint Programming Initiative
Water JPI Governing Board	The Water JPI decision making body.
Water JPI Management Board	The executive body of the Water JPI.
Water JPI Advisory Board	The Advisory Boards give advice to the Governing Board and MB on specific issues as requested. Two independent bodies, the Scientific and Technological Board and the Stakeholder Advisory Group perform these tasks.
WaterWorks2014	WaterWorks2014 ERA-NET Cofund Project
WaterWorks2014 Cofunded Call	WaterWorks2014 Cofunded Call, as part of the WaterWorks2014 ERANet COFUND project.
Call Secretariat	Responsible for the Call Evaluation Procedure - Foundation for Science and Technology
FPOs	Funding Partner Organisations
NCP	National Contact Point
WaterWorks2014 CSC	WaterWorks2014 Cofunded Call Steering Committee
WaterWorks2014 Follow-up Secretariat	Responsible for the Follow-up Procedure - Research Promotion Foundation
WaterWorks2014 EP	WaterWorks2014 Cofunded Call Evaluation Panel (Group of experts that evaluated all the proposals submitted to the call)
WaterWorks2014 FG	WaterWorks2014 Cofunded Call Follow-up Group (Group of experts to evaluate Mid-Term and Final projects reports)
Individual Evaluation Report	Individual evaluation report prepared by FG members to remote review of Mid-Term/ Final report
Consensus Evaluation Report Mid-Term/Final Report	Evaluation Report submitted by the Follow-Up Group members following the review of a report.
Mid-Term/Final Progress Report	Progress Report prepared by the coordinator using the template provided by the Water JPI
Final Technical Report	Scientific report prepared by the Project Consortium providing a full account of the research carried out during the project and outlining the main recommendations arising from their findings. This report is to be submitted with the Final Progress Report.

## Starting Dates

The **WaterWorks 2014 Cofunded Call** projects are expected to start by May 2016, as per notification emails received by the coordinators. 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 among 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 **WaterWorks 2014 Cofunded Call Funding Partner Organisations (FPOs)** may ask the Coordinator to deliver a copy of the signed Consortium Agreement before the national funding decisions are completed.

## Financial Issues

The agreed requested funding will be paid directly by the national FPOs to their national participants, following their national funding rules. The financial reporting shall also be made according to the national rules directly to the FPOs. No payment will be made by the Call Secretariat or Follow-up Secretariat.

- ❖ The duty of ALL Consortium Partners is to ensure that they comply fully with the reporting requirement of their respective national FPOs.

## Miscellaneous Issues, including Delays/Difficulties

All significant difficulties in implementing the WaterWorks2014 Projects should be reported by email by the Coordinator **and/or** relevant consortium partner, independently of the reporting procedure to the Follow-up Secretariat and National Contact Point (NCP) (see Table I).

Due to the constraints of the WaterWorks2014 ERA-NET Cofund project, all WaterWorks2014 Projects must be completed technically & financially, both at Water JPI & national level, before the end of 2019. Therefore, any request for time extension at national level must take into consideration:

- Its impact on the overall Project timeframe;
- The timeframe for Mid-Term and Final reporting; and
- Requirement for completion before end of 2019.

- ❖ The duty of the Consortium Coordinator is to ensure that the WaterWorks2014 Project is fully (at national & Water JPI level, technically & financially, completed before the end of 2019.
- ❖ The duty of ALL Consortium Partners is to ensure that they notify their relevant FPOs and the coordinator of any issues, delays/difficulties.

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

Country	FPO	National Contact Point (NCP)	Email address
<b>BE</b>	F.R.S.-FNRS	Joël Groeneveld	<a href="mailto:joel.groeneveld@frs-fnrs.be">joel.groeneveld@frs-fnrs.be</a>
<b>CY</b>	RPF	Anna Maria Christoforou	<a href="mailto:amchristoforou@research.org.cy">amchristoforou@research.org.cy</a>
<b>DK</b>	IFD	Anitha K. Sharma Lars Hyllemose	<a href="mailto:Anitha.Sharma@innofond.dk">Anitha.Sharma@innofond.dk</a> <a href="mailto:lars.hyllemose.holmegaard@innofond.dk">lars.hyllemose.holmegaard@innofond.dk</a>

Country	FPO	National Contact Point (NCP)	Email address
EE	MoE-EE	Rene Reisner	<a href="mailto:Rene.reisner@envir.ee">Rene.reisner@envir.ee</a>
	ETAg	Aare Ignat	<a href="mailto:aare.ignat@etagee">aare.ignat@etagee</a>
		Margit Suuroja	<a href="mailto:margit.suuroja@etagee">margit.suuroja@etagee</a>
IE	EPA	Alice Wemaere	<a href="mailto:a.wemaere@epa.ie">a.wemaere@epa.ie</a>
		Margaret Keegan	<a href="mailto:m.keegan@epa.ie">m.keegan@epa.ie</a>
		Aine Murphy	<a href="mailto:ai.murphy@epa.ie">ai.murphy@epa.ie</a>
IL	MoE-IL	Einat Magal	<a href="mailto:EinatM@energy.gov.il">EinatM@energy.gov.il</a>
IT	MIUR	Aldo Covello	<a href="mailto:aldo.covello@miur.it">aldo.covello@miur.it</a>
		Valeria Cardia	<a href="mailto:Valeria.Cardia@miur.it">Valeria.Cardia@miur.it</a>
MD	CIP	Ion Marin	<a href="mailto:ion.marin@h2020.md">ion.marin@h2020.md</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>
RO	UEFISCDI	Simona Stoian	<a href="mailto:simona.stoian@uefiscdi.ro">simona.stoian@uefiscdi.ro</a>
		Michaela Manole	<a href="mailto:mihaela.manole@uefiscdi.ro">mihaela.manole@uefiscdi.ro</a>
		Nicoleta Dumitrache	<a href="mailto:nicoleta.dumitrache@uefiscdi.ro">nicoleta.dumitrache@uefiscdi.ro</a>
ZA	WRC	Inga Jacobs – Mata	<a href="mailto:ingaj@wrc.org.za">ingaj@wrc.org.za</a>
ES	MINECO	Maja Kolar	<a href="mailto:waterjpi.ncp@aei.gob.es">waterjpi.ncp@aei.gob.es</a>
	CDTI	Gema Delrio	<a href="mailto:gema.delrio@cdti.es">gema.delrio@cdti.es</a>
SE	FORMAS	Kristina Laurell	<a href="mailto:kristina.laurell@formas.se">kristina.laurell@formas.se</a>
NL	NWO	Liesbeth Noor	<a href="mailto:Alwwaterworks@nwo.nl">Alwwaterworks@nwo.nl</a>

## Project Reporting

### Projects Evaluation Timetable

The evaluation of the progress of the WaterWorks2014 Projects will be performed in three steps:

- Kick-off Meeting: 18<sup>th</sup> May 2016 in Rome
- Mid-Term Evaluation Meeting: May 2018 (*tentative*)
- Final Evaluation Meeting projects: September 2019 (*tentative*).

Table 2 summarizes the WaterWorks2014 Projects starting dates (defined in the Consortium Agreements), end dates, and the deadlines for the submission of the reports.

**Table 2: WaterWorks2014 Projects Timeframe**

Project Acronym	Project duration	Starting Date	Mid-Term Progress Report deadline	Final Progress Report deadline
<b>DOMINO</b>	3 years	1 May 2016	1 January 2018	1 June 2019

Project Acronym	Project duration	Starting Date	Mid-Term Progress Report deadline	Final Progress Report deadline
<b>WATINTECH</b>	3 years	15 April 2016	15 December 2017	15 April 2019
<b>WE-NEED</b>	3 years	20 April 2016	20 December 2017	20 April 2019
<b>MEPROWARE</b>	2 years	1 June 2016	1 July 2017	1 June 2018
<b>PIONEER_STP</b>	3 years	1 May 2016	1 January 2018	1 May 2019
<b>BIORG4WASTEWATERVAL+</b>	3 years	1 May 2016	1 January 2018	1 May 2019
<b>PROGNOS</b>	3 years	15 May 2016	15 January 2018	15 May 2019
<b>DESERT</b>	3 years	1 May 2016	1 January 2018	1 May 2019
<b>INXCES</b>	3 years	1 April 2016	1 May 2016	1 December 2019
<b>MUFFIN</b>	3 years	1 May 2016	1 January 2018	1 May 2019
<b>ACWAPUR</b>	3 years	1 July 2016	1 March 2018	1 July 2019
<b>SIM</b>	2,5 years	18 April 2016	18 September 2017	18 November 2018
<b>TH.E.R.BIO.R</b>	2 years	1 April 2016	1 May 2017	1 April 2018
<b>IMDROFLOOD</b>	3 years	1 July 2016	1 March 2018	1 July 2019
<b>IRIDA</b>	3 years	1 April 2016	1 December 2017	1 April 2019
<b>STEEP STREAMS</b>	2 years	20 June 2016	20 July 2017	20 June 2018

## Reporting & Evaluation Procedure

### Mid-Term Evaluation

#### Progress Report Submission:

1. The coordinators of the 16 project consortia will submit by e-mail their Mid-Term Progress Reports to the Follow-up Secretariat.
2. The Mid-Term Progress Reports are to be prepared using the provided report templates, as per the schedule shown in Table 3.

#### Initial Check:

3. The Follow-up Secretariat will carry out an initial check of the reports, and, in consultation with the Call Steering Committee (CSC) members, request additional information from the coordinators, if necessary.
4. Once this initial step has been carried out, the Follow-up Secretariat will then submit the reports to the FG.

#### Individual Reviews:

5. The FG will then individually review the reports allocated to them remotely.
6. If additional information and/or modifications are required, the FG will notify the Follow-up Secretariat, who will then liaise with the coordinators in relation to revising their reports, in advance of the Mid-Term Evaluation meeting.

#### Mid-Term Evaluation Meeting & Consensus Report:

7. The 16 projects Coordinators will be invited to the WaterWorks2014 Mid-Term Evaluation meeting (scheduled in May 2018). During the meeting, the Coordinators will present their results to the FG, who will provide feedback on the reports to the Consortium and, if necessary, seek clarifications during the meeting. The meeting will be open to the Water JPI Governing Board and the rest of the Advisory Boards members.
8. Based on the Progress Reports, meeting presentations and discussions, the FG will then prepare and submit to the Follow-Up Secretariat a Consensus Evaluation Report for each project (i.e. evaluation of how each project has met & achieved their research objectives & goals) using the provided evaluation templates. It is expected that the Consensus Evaluation Report will be prepared during the meeting. The chair of FG will be responsible to prepare and submit this Consensus Evaluation Report to the Follow-Up Secretariat two weeks after the Mid-Term Meeting.

**Feedback to the Coordinators:**

9. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the Follow-up Secretariat.

**Feedback to the CSC & Water JPI Governing Board**

10. The Follow-up Secretariat will circulate the Mid-Term Progress Reports & associated Consensus Evaluation Reports to the CSC.
11. The Follow-up Secretariat will then present a summary of these results to the Water JPI Governing Board for information, at their next meeting.

## Final Evaluation

**Progress Report & Final Technical Report Submission:**

1. The coordinators of the 16 project consortia will submit by e-mail their Final Progress Reports to the Follow-up Secretariat. The Project Final Technical Report should be enclosed as an Appendix of the Final Progress Report.
2. The Final Progress reports are to be prepared using the provided report template, as per the schedule outlined in Table 3.
3. The Final technical Report should provide a full account of the research carried out during the project, i.e. could be structured as Introduction (i.e. why is the research needed, etc.), Methodology (full account of the methods used to carry out the research), Results (full account of the results), Discussion, Conclusions & Recommendations

**Initial Check:**

4. The Follow-up Secretariat will carry out an initial check of the reports, and, in consultation with the CSC members, request additional information from the coordinators, if necessary.
5. Once this initial step has been carried out, the Follow-up Secretariat will then submit the reports to the FG.

**Individual Reviews:**

6. The FG will then individually review the Final Progress Reports & Project Final Technical Reports allocated to them remotely.
7. If additional information and/or modifications are required, the FG will notify the Follow-up Secretariat, who will then liaise with the coordinators in relation to revising their reports, in advance of the Final Evaluation meeting.

**Final Review Meeting & Consensus Report:**

8. The Consortium Coordinators will be invited to the [WaterWorks 2014 Cofunded Call Final Evaluation Meeting](#). During the meeting, the consortia will present their final results to the FG who

will provide feedback on the reports to the Consortium and, if necessary, seek clarifications during the meeting. The meeting will be open to the Water JPI Governing Board and the rest of the Advisory Boards members.

9. Based on the Final Progress Reports & Project Final Technical Reports, meeting presentations and discussions, the FG will then prepare and submit to the Follow-Up Secretariat a Consensus Evaluation Report for each project (i.e. evaluation of how each project has met & achieved their research objectives & goals) using the provided evaluation templates. It is expected that the Consensus Evaluation Report will be prepared during the meeting. The chair of FG will be responsible to prepare and submit this Consensus Evaluation Report to the Follow-Up Secretariat two weeks after the Mid-Term Meeting.

#### **Feedback to the Coordinators:**

10. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the Follow-up Secretariat.

#### **Review of the Overall Impacts of the Projects:**

11. In addition, the FG will be requested to prepare recommendations and carry out a preliminary assessment of the overall impacts of the [WaterWorks 2014 Cofunded Call](#) (i.e. evaluation of how the research carried out by the 16 consortia has met & achieved to the [WaterWorks 2014 Cofunded Call](#) objectives, as defined in the Call Announcement).
12. The FG will also be requested to make recommendations towards improving future Water JPI Joint Calls in order to maximize their impacts in achieving the overall goals & vision of the Water JPI. These recommendations will feed in the Impact Assessment of the WaterWorks2014 ERA-NET Cofund project.

- ❖ The duty of the Consortium Coordinator is to submit a Mid-Term report and a Final report to the Follow-Up Secretariat. These reports are to be submitted using the templates provided by the Follow-up Secretariat. Additional information may be requested after revision of the reports by the FS and FG.
- ❖ The duty of ALL Consortium Partners is to comply with the interim reporting requirements of their respective national funding organisation. These rules do not substitute national regulations.

## Communication and Dissemination

Communication and dissemination materials (leaflets, websites, social media, posters, presentations, papers, etc.) should clearly mention and acknowledge the source of funding, including the Water JPI, the WaterWorks2014 project, the European Commission, and the respective FPOs, as follows:

*“The authors would like to thank the EU and (enter National funder name) for funding, in the frame of the collaborative international Consortium (Consortium acronym) financed under the ERA-NET WaterWorks2014 Cofunded Call. This ERA-NET is an integral part of the 2015 Joint Activities developed by the Water Challenges for a Changing World Joint Programme Initiative (Water JPI).”*

- ❖ The duty of all Consortium Partners is to ensure that all project publications in any media include proper acknowledgement to the Water JPI, the WaterWorks2014 project, the European



Commission, and the respective FPOs. A detailed list with abstract or copy of the publication should be provided as part of the final reporting (Final Progress Report).

The communication started with the Kick-Off Meeting on the 18<sup>th</sup> of May 2016 in Rome.

In addition project partners were encouraged to disseminate the knowledge (results) developed through the projects and to participate in all relevant scientific events and to publish their results in peer-reviewed publications (see **Open Access section**).

All Reports for the Water JPI and presentations at Water JPI events should use the electronic templates, which were provided via the Water JPI website. The project website, posters, presentations, videos, leaflets and other visual media, must additionally include the logo of the Water JPI.

## Open Access

Open Access requirements for all scientific publications produced by the projects funded by the Cofunded Call support both Green Open Access (immediate or delayed open access provided through self-archiving), and Gold Open Access (immediate open access provided by a publisher).

The Water JPI website follows the Open Access standards according to the Creative Commons license (CC BY-SA 4.0) and all the legal information and European guidelines (e.g. Guidelines on Data Management in Horizon 2020).

Metadata on all publications are required to be submitted as part of the final reporting. This will be done via the [OpenWaterJPI](#) Interface, which is available on the Water JPI website. Guidelines for submitting Publication-related Metadata are provided in the [OpenWaterJPI Interface Guidelines](#).

Metadata will be made publicly available via the Water JPI website.

## Open Data

In relation to Open Data, the funded projects are requested to submit metadata on all the resources directly generated by the project, as well as additional information on how these data will be exploited, if and how data will be made accessible for verification and re-use, and how it will be curated and preserved.

Metadata on all Projects Resources are required to be submitted as part of the final reporting. This will be done via the [OpenWaterJPI](#) Interface, which is available on the Water JPI website. Guidelines for submitting Projects Resources Metadata are provided in the [OpenWaterJPI Interface Guidelines](#).

Metadata will be made publicly available via the Water JPI website.

## Contact Information

**Water JPI website:** [www.waterjpi.eu](http://www.waterjpi.eu)

**WaterWorks 2014 Secretariat:** [ww2014.secretariat@aei.gob.es](mailto:ww2014.secretariat@aei.gob.es)

**WaterWorks2014 Follow-up Secretariat**



*Water Challenges for a  
Changing World  
Joint Programming Initiative*

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