



Project Management Guidelines Funding and Reporting Rules

AquaticPollutants Joint Transnational Call 2020

*Risks posed to human health and the
environment by pollutants and pathogens
present in water resources*

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 2024.

These rules do not substitute national regulations

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The AquaticPollutants Joint Transnational Call 2020 for projects on the theme “Risks posed to human health and the environment by pollutants and pathogens present in water resources” resulted in 18 funded consortia including 105 consortium partners from 22 countries. The Project Management Guidelines details the requirements for project management and communication.

Related Documents:

AquaticPollutants JTC 2020 Follow-Up Group Terms of Reference
 OpenWaterJPI Interface Guidelines (<http://www.waterjpi.eu>)
 Water JPI Procedure Request for Extension of Project Duration

Glossary

AB	JPI Advisory Boards. 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
AquaticPollutants	AquaticPollutants ERA-NET Cofund Project
AquaticPollutants JTC 2020	Joint Transnational Cofunded Call, as part of the AquaticPollutants ERA-NET Cofund project
CA	Consortium Agreement
Consensus Evaluation Mid-Term/Final Report	Evaluation Report submitted by the Follow-Up Group members following the review of a report
CS	AquaticPollutants JTC 2020 Call Secretariat (Responsible for the Call Evaluation Procedure - Juelich)
CSC	AquaticPollutants JTC 2020 Call Steering Committee
EP	AquaticPollutants JTC 2020 Evaluation Panel (Group of experts that evaluated all the proposals submitted to the call)
FG	AquaticPollutants JTC 2020 Follow-up Group (Group of experts to evaluate Mid-Term and Final projects reports)
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
FPOs	Funding Partner Organisations
FS	AquaticPollutants JTC 2020 Follow-up Secretariat (Responsible for the Follow-up Procedure - AEI)
GB	JPI Governing Board. The JPI decision-making body
Individual Evaluation Report	Individual evaluation report prepared by FG members for remote review of Mid-Term/Final report
JPI	Joint Programming Initiative
MB	JPI Management Board. The executive body of the JPI
Mid-Term/Final Progress Report	Progress Report prepared by the coordinator using the template provided by the AquaticPollutants Follow-up Secretariat
NCP	National Contact Point

Starting and Finishing Dates

AquaticPollutants Joint Transnational Call (JTC) projects are expected to start by September 2021, as per notification emails received by the Coordinators. The date should be defined in the Consortium Agreement (CA) signed by each consortium partner. The AquaticPollutants JTC projects must finalize not later than 31 August 2024, i.e. 4 months before the end date of the ERA-NET Cofund action.

- ❖ The duty of the Consortium Coordinator is to ensure that a CA is in place among all partners in the Consortium and inform the Call Secretariat (CS) about the completion of the CA with the starting date of the project. The AquaticPollutants JTC Funding Partner Organisations (FPOs) may ask the Coordinator to deliver a copy of the signed CA 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 CS or the Follow-up Secretariat (FS).

- ❖ 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 AquaticPollutants JTC Projects should be reported by email by the Coordinator **and/or** relevant consortium partner to the Follow-up Secretariat and National Contact Point (NCP) (see Table 1), including delays in the signature of national grant agreements and the access to funds by any of the partners of the consortia. All the potential difficulties and deviations should also be included in the Mid-Term and Final evaluation progress and evaluation reports.

Due to the constraints of the AquaticPollutants ERA-NET Cofund action, all AquaticPollutants JTC funded projects must be completed technically & financially, both at ERA-NET & national level, **before the end of August 2024**. 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;
- Requirement for completion of the whole reporting and evaluation procedure before end of 2024;
- The internal procedure approved by the Water JPI for the extension of funded projects: [procedure request for extension of project duration.pdf](#); and
- Any other procedure or rule established at national level for the monitoring purpose.

- ❖ The duty of the Consortium Coordinator is to ensure that the project under AquaticPollutants ERA-NET Cofund action is completed before the end of August 2024, at national & ERA-NET level, technically and financially.
- ❖ The duty of ALL Consortium Partners is to ensure that they notify their relevant FPOs and the coordinator of any issues, delays/difficulties.

Table 1: Contact information of the National Contact Points (NCP).

Country	FPO	National Contact Point (NCP)
African countries funded by Sweden: Mali (ML), Mozambique (MZ) and Uganda (UG)	SIDA	Markus.Moll@sida.se
Belgium (BE)	BELSPO	koen.lefever@belspo.be
Belgium (BE)	FNRS	joel.groeneveld@frs-fnrs.be
Belgium (BE)	FWO	eranet@fwo.be
Brazil (BRA)	CONFAP	elisa.confap@gmail.com
Czechia (CZ)	TACR	aneta.lizancova@tacr.cz
Denmark (DK)	IFD	martin.kyvsgaard@innofond.dk
Finland (FI)	AKA	vesa.yli-pelkonen@aka.fi
France (FR)	ANR	anrteam-aquaticpollutants@agencerecherche.fr
Germany (DE)	BMBF	ptj-aquapollut.call@fz-juelich.de (until 31-12-2021) aquaticpollutants@ptka.kit.edu
Greece (GR)	GSRI	s.dimitropoulou@gsrt.gr
Ireland (IE)	EPA	A.OConnor@epa.ie
Israel (IL)	CSO-MOH	irit.allon@moh.gov.il orlee.f@gmail.com
Italy (IT)	MUR	aldo.covello@mur.it valeria.cardia@mur.it
Norway (NO)	RCN	msh@forskningsradet.no
Poland (PL)	NCBR	bozena.grzybowska@ncbr.gov.pl
Portugal (PT)	FCT	germana.santos@fct.pt rui.munha@fct.pt
Romania (RO)	UEFISCDI	mihaela.manole@uefiscdi.ro nicoleta.dumitrache@uefiscdi.ro
South Africa (ZA)	WRC	Tiyanic@wrc.org.za mamohlodingt@wrc.org.za
Spain (ES)	AEI	aquapollutants@aei.gob.es
Sweden (SE)	FORMAS	Anders.Clarhall@formas.se
Sweden (SE)	SRC	patriq.fagerstedt@vr.se
Tunisia (TN)	MHESR	awatef.soltane.dpps@gmail.com coopint2@gmail.com kbaier.zied@gmail.com

Project Reporting

Projects Evaluation Timetable

The evaluation of the progress of the **AquaticPollutants JTC** projects will be performed in three steps:

- Kick-off Meeting: 30th September 2021
- Mid-Term Evaluation: May-June 2023
- Final Evaluation Meeting: 2024

Table 2 summarises the AquaticPollutants JTC Projects starting dates (defined in the CAs), end dates, and the deadlines for the submission of the reports.

Table 2: AquaticPollutants JTC Projects Timeframe and Start dates.

Project Acronym	Project duration (months)	Start Date*	Mid-Term Progress Report deadline*	Final Progress Report & Final Technical Report deadline*
AIHABs	36	1 st September 2021	1 st March 2023	30 th September 2024
AMROCE	36	1 st September 2021	1 st March 2023	30 th September 2024
ARENA	36	1 st September 2021	1 st March 2023	30 th September 2024
BIOCIDE	36	1 st September 2021	1 st March 2023	30 th September 2024
CONTACT	36	1 st September 2021	1 st March 2023	30 th September 2024
FOREWARN	36	31 st August 2021	1 st March 2023	30 th September 2024
GreenWaterTech	36	1 st June 2021	1 st March 2023	30 th June 2024
MAPMAR	36	1 st September 2021	1 st March 2023	30 th September 2024
NanoTheC-Aba	36	1 st September 2021	1 st March 2023	30 th September 2024
NATURE	36	1 st September 2021	1 st March 2023	30 th September 2024
PAIRWISE	36	1 st September 2021	1 st March 2023	30 th September 2024
PARRTAE	36	1 st September 2021	1 st March 2023	30 th September 2024
PHARMASEA	36	1 st September 2021	1 st March 2023	30 th September 2024
PRESAGE	36	1 st September 2021	1 st March 2023	30 th September 2024
REWA	36	1 st September 2021	1 st March 2023	30 th September 2024
SARA	36	1 st September 2021	1 st March 2023	30 th September 2024
SERPIC	36	1 st September 2021	1 st March 2023	30 th September 2024
SPARE-SEA	36	1 st September 2021	1 st March 2023	30 th September 2024

* Tentative dates, to be confirmed by the Coordinators once the CAs have been signed.

Reporting & Evaluation Procedure

Mid-Term Evaluation

Progress Report Submission:

1. The Coordinators of the 18 project consortia will submit by e-mail their Mid-Term Progress Reports to the FS.
2. The Mid-Term Progress Reports are to be prepared using the provided report templates, as per the schedule shown in Table 2.

Initial Check:

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

Individual Reviews:

5. The FG will then individually review the reports allocated to them remotely for a period of 3 weeks using the provided templates.
6. If additional information and/or modifications are required, the FG will notify the FS, who will then liaise with the Coordinators in relation to revising their reports or addressing specific questions posed on the performance of the projects.

Mid-Term Review Meeting & Consensus Report:

7. The Consortium Coordinators and partners will be invited to the **Aquatic Pollutants JTC** Mid-term Review Meeting. During the meeting, consortia 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, Oceans and AMR JPIs GBs and the ABs members.
8. Based on the Progress Reports and discussions, the FG will prepare and submit to the FS 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 2 weeks after the meeting.

Feedback to the Coordinators:

9. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the FS.

Feedback to the CSC & Water, Oceans and AMR JPIs GBs

10. The FS will circulate the Mid-Term Progress Reports & associated Consensus Evaluation Reports to the CSC.
11. The FS will then present a summary of these results to the Water, Oceans and AMR JPIs GBs for information, at their next meeting.

Final Evaluation

Final Progress Report & Final Technical Report Submission:

1. The Coordinators of the 18 projects will submit by e-mail their Final Progress Reports to the FS. 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 2.
3. The Final Technical Report should provide a full account of the research carried out during the project and should 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. If the Technical report cannot be made available publicly in reason to IPR considerations, Coordinators are required to provide also a version of the Final Technical Report for dissemination purposes (Public Report) and upload it in the OpenWaterJPI interface, together with all project outputs (see Open Access & Open Data section).

Initial Check:

4. The FS 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 FS 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 FS, 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 and partners will be invited to the [Aquatic Pollutants JTC](#) 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, Oceans and AMR JPIs GBs and the ABs members.
9. Based on the Final Progress Reports & Project Final Technical Reports, meeting presentations and discussions, the FG will prepare and submit to the FS 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 2 weeks after the meeting.

Feedback to the Coordinators:

10. The Coordinators of the projects will receive the Consensus Evaluation Report for their project from the FS.

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 [Aquatic Pollutants JTC](#) (i.e. evaluation of how the research carried out by the 18 consortia has met & achieved the [Aquatic Pollutants JTC](#) objectives, as defined in the Call Announcement).
12. The FG will also be requested to make recommendations towards improving future Joint Transnational Calls in order to maximize their impacts in achieving the overall goals & vision of the JPIs involved (Water JPI, Oceans JPI and JPIAMR). These recommendations will feed in the Impact Assessment of the AquaticPollutants ERA-NET Cofund project.

For details of the criteria for the review of the reports by the FG, please refer to the [AquaticPollutants JTC 2020 Follow-Up Group Terms of Reference](#).

- ❖ The duty of the Consortium Coordinator is to submit a Mid-Term report and a Final report to the FS. These reports are to be submitted using the templates provided by the FS. 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 organization. These rules do not substitute national regulations.

Communication

Communication and dissemination materials (leaflets, websites, social media, posters, presentations, papers, policy briefs, etc.) should clearly mention and acknowledge the source of funding, including the Water,

Oceans and AMR JPIs, the AquaticPollutants ERA-NET Cofund, the European Union (EU), and the respective FPOs, as follows:

“The authors would like to thank the EU and (enter National funder names) for funding, in the frame of the collaborative international consortium (Consortium acronym) financed under the ERA-NET AquaticPollutants Joint Transnational Call (GA n°869178). This ERA-NET is an integral part of the activities developed by the Water, Oceans and AMR Joint Programming Initiatives.”

The relevant logos should be used when possible.

- ❖ The duty of all Consortium Partners is to ensure that all project publications in any media include proper acknowledgement to the Water, Oceans and AMR JPIs, the AquaticPollutants ERA-NET project, the EC, and the respective FPOs. A detailed list with abstracts or copy of the publications should be provided as part of the final reporting (Final Progress and publishable Technical Reports).

The communication will start with the Kick-Off Meeting on the 30th of September 2021. In addition, project partners are encouraged to participate in all relevant scientific events and to publish their results in peer-reviewed publications (see **Open Access & Open Data section**). The transfer project will also support the communication and dissemination activities. In order to maximize the dissemination of the projects' events and results, project partners are recommended to tag the JPIs on social media using the hashtags #WaterJPI, #JPIOceans, #JPIAMR, #AquaticPollutants and to inform the AquaticPollutants Communication Team about publications and results they would like to disseminate on a large scale.

All Reports for the Water, Oceans and AMR JPIs and presentations at JPI events should use the electronic templates, which will be provided via the Water JPI website (<http://www.waterjpi.eu/>). The project website, posters, presentations, videos, leaflets and other visual media, must additionally include the logos of the AquaticPollutants JTC, Water, Ocean and AMR JPIs, EU and the relevant national ones.

Open Access & Open Data

Open Access requirements for all scientific publications produced by the projects funded by the Cofunded Call will 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). In relation to Open Data, the funded projects will be 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 publications and project resources are required to be submitted as part of the final reporting. This will be done via the **Open Data & Open Access platform**, available at: <http://opendata.waterjpi.eu/> (also accessible from the bar menu of the Water JPI website). Guidelines for submitting Publication-related Metadata are provided in the **Open Data & Open Access platform** (<http://opendata.waterjpi.eu/about>).

Contact Information

AquaticPollutants JTC Follow-up Secretariat

Responsible for the project management of the AquaticPollutants JTC funded projects at ERA-NET level: Silvia Lorrio: aquapollutants@aei.gob.es
Spanish State Research Agency (AEI)

AquaticPollutants Coordinator: ptj-aquapollut19@fz-juelich.de (until 31.12.2021);
aquaticpollutants@ptka.kit.edu (from 01.01.2022)

AquaticPollutants Communication Team: waterjpicommunication@agencerecherche.fr

Transfer project AquaticPollutantsTransNet: aquaticpollutants@dechema.de

Water JPI website: www.waterjpi.eu

Oceans JPI website: <https://www.jpi-oceans.eu/>

JPIAMR website: <https://www.jpiamr.eu/>