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About this document

Work package in charge: WP8, Coordination and Management

Lead author:
Max Planck Society (MPG) | Max Planck Institute for Meteorology, Chenbo Guo

Other contributing authors:
Max Planck Society (MPG) | Max Planck Institute for Meteorology, Nico Caltabiano

Internal reviewer(s):
1\textsuperscript{st} reviewer: Olivier Salvi, INEDEV
2\textsuperscript{nd} reviewer: Guy Brasseur, MPG

Contacts: aq-watch@mpimet.mpg.de
Visit us on: www.aq-watch.eu

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1. Abstract / publishable summary

The purpose of this Deliverable is to provide guidance to all project partners of AQ-WATCH and their administrators about how to conduct some of the management tasks within the project and comply with regulations as defined by the H2020 RIA programme execution framework. This is a particular support to our international partners, who are not familiar with the H2020 regulations yet.

The Project Management Guidelines is a project handbook that has a set of tightly coordinated processes and addresses few issues within partner interactions, communication, dissemination, financial and reporting activities. Current edition concerning communication and dissemination may be updated according to the continuous evolution and maturity of the project execution. Current edition particularly addresses:

- Consortium management structure
- Interactions and communication through website, management tools and documentation
- Publication, dissemination and open access
- Attention requested in the hiring procedure
- Financial issues incl. distribution, eligibility and documentation
- Reporting to the Commission
- Template for deliverables and others.

2. Conclusion & Results

Not relevant

3. Project objectives

This deliverable contributes directly and indirectly to the achievement of specific objectives indicated in section 1.1 of the Description of the Action:

*NOTE: Given that an effective management is essential for the success of the project, these guidelines will provide guidance to all partners. Therefore, we consider that it has a direct contribution to the overall objectives of the project.*

<table>
<thead>
<tr>
<th>Specific objectives of the project</th>
<th>Contribution of this deliverable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1] To design and produce new global and regional air pollution atlases that include the climatological distribution of chemical pollutants complemented by quantities such as the diurnal and seasonal variations, air quality and related health indices, premature mortality exceedance frequency, long-term trends, etc.</td>
<td>Yes</td>
</tr>
<tr>
<td>[2] To develop software packages with the capability to provide more accurate daily forecasts of air quality at the regional scale including tailored high-resolution fire smoke and wind-blown dust forecasts; downscaling of air quality forecasts to 2 km resolution in urban areas.</td>
<td>Yes</td>
</tr>
<tr>
<td>[3] To develop a source apportionment service to mitigate air pollution and hence increase the life expectancy of the population in different regions of the world, with special focus on the role of agricultural sources of air pollution and the potentially important effects of fracking operations.</td>
<td>Yes</td>
</tr>
<tr>
<td>[4] To develop a new tool-box that will be user-friendly and accessible to decision-makers to evaluate the efficiency of proposed mitigation measures in different</td>
<td>Yes</td>
</tr>
</tbody>
</table>
industrial sectors on the resulting level of air pollutants in three different regions of the world. This will establish the basis for their wider adoption and generalization.

[5] To co-design, co-produce and co-evaluate for the first time prototype products and services with prime users in three regions of the world chosen for their specific level of economic, social end environmental development.

This deliverable directly contributes to the achievement of specific objectives indicated in the description of the Work Package.

<table>
<thead>
<tr>
<th>Objectives of WP8</th>
<th>Relevance in this deliverable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Project management: Facilitating governance and strategic decision-making through project committees, boards, management procedures, and project management tools, performing technical, financial and contract management of the consortium, establishing and maintaining an effective working relationship between AQ-WATCH and the European Commission (EC).</td>
<td>Yes</td>
</tr>
<tr>
<td>8.2 Day-to-day scientific and innovation coordination: Carrying out the overall coordination necessary for reaching the scientific and innovation objectives, and elaborating research risk management.</td>
<td>Yes</td>
</tr>
<tr>
<td>8.3 Data management: Establishing data management linked to the Copernicus system (DIAS) at project level, fostering transparency and the promotion of data and meta-data standards, implementing open access data policies.</td>
<td>No</td>
</tr>
<tr>
<td>8.4 Implementing the innovation management, support dissemination and communication activities: Coordinating innovation management and monitoring the IPR relevant issues. Supporting WP6 and WP7 to deliver dedicated communication tools and materials, tailored dissemination and communication activities, and promotion of AQ-WATCH Toolkit and marketable products towards stakeholders and customers in several regions of the world outside Europe.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Detailed report on the deliverable

This Deliverable serves the Task 8.1 on project management, in particular the first 2 sub-tasks that will 1) implement and maintain obligations outlined in the Grant Agreement and to precede Consortium Agreement and 2) the overall legal, financial, administrative management and reporting; as well as Task 8.4, in particular on supporting WP7 in dissemination and communication, and exploitation planning.

The Deliverable mainly addresses:
- Consortium management structure
- Interactions and communication through website, management tools and documentation
- Publication, dissemination and open access
- Attention requested in the hiring procedure
- Financial issues incl. distribution, eligibility and documentation
- Reporting to the Commission
- Template for deliverables and others
4.1. **Consortium management structure**

The management of AQ-WATCH is structured around five different boards: (1) the General Assembly (GA) that includes all partners; (2) a Project Executive Board (PEB) that is composed by the project core team and the coordinator; (3) a Training and Gender Panel (TGP) taking care of the training activities, capacity building and gender equality within the project; (4) a Stakeholders Network (SN) that consists of potential users that can benefit from the framework existence, and (5) a Project Advisory Board (PAB) that is composed of several external international personalities who have interests in the project goals, will review accomplishments and will advise on the directions of the project. Further details about these boards can be found in the Consortium Grant Agreement.

### 4.1.1. General Assembly

The General Assembly (GA) is the ultimate decision body of AQ-WATCH, and is responsible for the strategic, scientific and technical orientation of AQ-WATCH and shall ensure the successful implementation of the project. It will support the Project Executive Board (PEB). The General Assembly will meet every 6 months, once remotely via teleconference, and one in person, at the AQ-WATCH annual meetings. Each partner of the consortium has one member who sits on the General Assembly, as below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guy Brasseur</td>
<td>MPI-M</td>
</tr>
<tr>
<td>Gabriela Adler</td>
<td>BreezoMeter</td>
</tr>
<tr>
<td>Claire Granier</td>
<td>CNRS</td>
</tr>
<tr>
<td>Mikhail Sofiev</td>
<td>FMI</td>
</tr>
<tr>
<td>Marc Guevara</td>
<td>BSC</td>
</tr>
<tr>
<td>Olivier Salvi</td>
<td>INEDEV</td>
</tr>
<tr>
<td>Renske Timmermans</td>
<td>TNO</td>
</tr>
<tr>
<td>Petr Pridal</td>
<td>Octogeo</td>
</tr>
<tr>
<td>Nicolas Huneeus</td>
<td>UChile</td>
</tr>
<tr>
<td>Rajesh Kumar</td>
<td>UCAR</td>
</tr>
<tr>
<td>Tong Liu</td>
<td>BCC</td>
</tr>
<tr>
<td>Mo Dan</td>
<td>BMILP</td>
</tr>
</tbody>
</table>

### 4.1.2. Project Executive Board (PEB)

The Project Executive Board (PEB) will provide overall management and oversight for the project, ensuring a successful execution of AQ-WATCH. The members of the PEB will be the Coordinator, who will be the Chair of the PEB, the Deputy Coordinator, the Project Manager and seven WP-leaders, as in the table below. The PEB will meet at the project inception, and then every 3 months as well as upon ad hoc request using tools such as teleconferences/web-meetings. Annually, the PEB meeting will coincide with the GA to allow face-to-face communication among WP leaders and between the WP leaders and the Project Office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guy Brasseur</td>
<td>MPI-M</td>
<td>Coordinator, WP1 leader</td>
</tr>
<tr>
<td>Nico Caltabiano</td>
<td>MPI-M</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Gabriela Adler</td>
<td>BreezoMeter</td>
<td>Deputy Coordinator</td>
</tr>
<tr>
<td>Claire Granier</td>
<td>CNRS</td>
<td>WP2 leader</td>
</tr>
</tbody>
</table>
AQ-WATCH Deliverable

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mikhail Sofiev</td>
<td>FMI</td>
<td>WP3 leader</td>
</tr>
<tr>
<td>Renske Timmermans</td>
<td>TNO</td>
<td>WP4 leader</td>
</tr>
<tr>
<td>Yair Giwnweuer</td>
<td>BreezoMeter</td>
<td>WP5 leader</td>
</tr>
<tr>
<td>Gabriele Pfister</td>
<td>NCAR</td>
<td>WP6 leader</td>
</tr>
<tr>
<td>Olivier Salvi</td>
<td>INEDEV</td>
<td>WP7 leader</td>
</tr>
</tbody>
</table>

4.1.3. Stakeholders Network (SN)

AQ-WATCH has identified three prime users (State of Colorado, USA; ACERA (Renewable Energies Trade Association) Santiago, Chile; and the Beijing Municipality, China) who will support the project in the development of the planned products. Other potential users and customers will be invited to become members of the AQ-WATCH Stakeholders Network (SN). The SN members will be invited to join the annual meetings of the project, with further workshops addressing user’s needs and presentation of the AQ-WATCH outcomes also planned.

4.1.4. Project Advisory Board (PAB)

An international Project Advisory Board (PAB) consisting experts on Air Quality monitoring, analysis, prediction and related dissemination have been established to provide the GA and the PEB with relevant input and advice. The members of the PAB will be invited to the meetings of the GA. Members of the PAB are:

Dr. Vincent-Henri Peuch: Head of Copernicus CAMS Services, ECMWF
Prof. Dr. Alexander Baklanov: Scientific Officer of Research Department, WMO
Prof. Dr. Jhoon Kim: Professor at the Department of Atmospheric Sciences, Yonsei University, South Korea. Lead of the Geostationary Environment Monitoring Spectrometer (GEMS) project
Prof. Dr. Pieternel Levelt: Head of R&D Satellite Observations, PI of the TROPOMI satellite, KNMI
Dr. Rosemary Munro: Competence Area Manager, EUMETSAT
Dr. Shen Yan, Deputy Director, National Meteorological Information Centre, China Meteorological Administration
Dr. Terry J. Keating, United States Environmental Protection Agency, Washington D.C., senior scientist and Co-Chair of the Task Force on Hemispheric Transport of Air Pollution.
Dr. Natalie Roebbeln, Senior Officer, Air Pollution, World Health Organization, Geneva, Switzerland.

4.1.5. Training and Gender Panel (TGP)

A Training and Gender Panel (TGP) will develop and oversee the training actions and gender equality questions associated with AQ-WATCH. It will provide advice to the PEB on its implementation. The TGP is formed by:

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nico Caltabiano</td>
<td>MPI-M</td>
</tr>
<tr>
<td>Renske Timmermans</td>
<td>TNO</td>
</tr>
<tr>
<td>Nicolas Huneeus</td>
<td>UChile</td>
</tr>
<tr>
<td>Gabriele Pfister</td>
<td>UCAR</td>
</tr>
</tbody>
</table>
4.2. Project website, management tool and documentation structure

AQ-WATCH project website was created in the 1st month of the project (D8.1). The host of the website is MPG, it will be administered and maintained by MPG and INEDEV (www.aq-watch.eu).

A User Interface Platform (UIP), joint designing and development with WP6 and WP7 and linked to the project website, will become available in month 14 (D8.5). The UIP will be technically created and maintained by MPG. INEDEV is responsible for communication and interaction on UIP.

AQ-WATCH has a project management tool facilitating internal communication through regular and routine exchanges. The project-specific management tool is based on the Redmine. It allows not only assignment of tasks, review of work progress, an easy documentation of reports and meeting protocols, but it can also be used to raise and trace issues and to exchange ideas and project results. The tool can be accessed via https://code.mpimet.mpg.de/projects/aq-watch

For internal communication and documentation purposes, AQ-WATCH also uses cloud share facilities provided by the MPG where all project members have access to view and download project related documents (accessible through invitation). The project keeps tracking of the dissemination activities and the personnel status by using three documents maintained by the project manager, who will be tracking the input from all partners on a regular basis. AQ-WATCH has its open access community at ZENODO as repository to disseminate peer-reviewed articles, data set if applicable and dissemination materials.

The structure is illustrated in fig. 1.
4.2.1. Project website

Domain: www.aq-watch.eu
Details about the project website please refer to D8.1

4.2.2. Design and implementation of the project management tool

Domain: https://code.mpimet.mpg.de/projects/aq-watch

Redmine is a free and open source, web-based project management and issue tracking tool. It allows users to manage multiple projects and associated subprojects. It features per project wikis and forums, time tracking, and flexible, role-based access control. MPG has the system installed in their servers and it has been successfully used at the MPIs for managing many different internal and external projects.

All Work Package leaders will be required to register in order to keep track of main project activities, milestones and deliverables. All other partners will be strongly encouraged to also register.

a) How to register for the AQ-WATCH project management tool

Go to the page “Register” (top-right corner) and start the registration process. Submit the request for registration to the MPI-M Redmine, and Nico Caltabiano as the person that invited you.

All project members will have permissions as “Developer”.

If you are already registered, please click on “Sign in” and use your login data to access the page.
b) Issues: Redmine labels all items logged in their system as “issues”, and these can have multiple formats. For AQ-WATCH, we need to keep track of:

- **Task** to track activities
- **Milestones** (for the schedule)
- **Deliverables** (for the schedule)
- **Events** (for the calendar)
- **Dissemination** (for the track record of dissemination)
- **Decision** to document decisions taken by governance bodies.

**How to add a new issue to the list:** Go to “Issues” > Click on “New Issue”
### 4.2.3. Documentation structure

**Cloud share:** The project office maintains all necessary documents for the entire consortium, these include the contractual documentation and data (such as GA, CA and any agreement between the Beneficiaries), the Deliverables, official reports related to WP work progress and project milestones, any template used for reporting and dissemination and communication, project dissemination materials such as posters and presentations, results such as manuscript of publications, decision-making documentation among the General Assembly and Steering Committee, meeting documents and minutes, as well as the project budget and financial distribution.

All documents are available to view and download at

https://owncloud.gwdg.de/index.php/s/RLTswmm2epmIqBW
The three tracking documents maintained by the project manager:

1) **List of Dissemination and Communication**: All project participants are required to provide information related to their publications, dissemination / exploitation / communication activities and update the project office about the person(s) involved in AQ-WATCH project work. As soon as an event has taken place, please remember to insert the information accordingly to the specified “LIST” below and keep the project manager informed.

2) **List of Publication**: According to the consortium agreement §8.4.2.1, partners shall inform the Project Office about the planned publication at least 45 calendar days before the publication. Once the publication is accepted, please inform the project manager about the DOI and full citation information.

3. **List of AQ-WATCH involved persons**: This information is requested from all partners to maintain an overview of the distributed efforts in the WPs and gender aspect.

The project manager will circulate the three tracking documents on a quarterly basis so that all partners could check and update the information accordingly.

Repository of publication and dissemination materials at ZENODO s. section 4.2 below.

### 4.3. Publication and dissemination of results

#### 4.3.1. Differences between communication, dissemination and exploitation

In order to understand the differences of Communications, Dissemination and Exploitation, Table 1 shows the features of the three different activities. Communication activities will be mainly taken care of by WP7 and WP8, whereas all work packages and Beneficiaries are expected to carry out Dissemination and Exploitation activities.

*Table 1: Definition of Communication, Dissemination & Exploitation (adapted from the IPR Helpdesk)*

<table>
<thead>
<tr>
<th></th>
<th>Communication</th>
<th>Dissemination</th>
<th>Exploitation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Process aiming at promoting the action and its results</td>
<td>The disclosure of the project results to the public</td>
<td>Utilisation of the project results in further activities in research, development, standardisation and business cases</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td>Showing society the impact and benefits of EU funded R&amp;I activities</td>
<td>Transfer knowledge &amp; results to enable the use and take-up of results</td>
<td>Effectively use project results, turning them into concrete value and impact for society</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Inform and promote the project AND its results/successes</td>
<td>Describe and ensure results available for others to USE</td>
<td>Make concrete use of research results (not just commercial)</td>
</tr>
<tr>
<td><strong>Target Audience</strong></td>
<td>Audiences beyond the project’s community, e.g. media, broad public</td>
<td>Audiences with interest in the potential use of the results, e.g. the scientific community, policymakers, and business</td>
<td>Stakeholders, including project partners, that make concrete use of the project results</td>
</tr>
</tbody>
</table>

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4.3.2. Credentials to be used when publishing and disseminating

By publishing and disseminating the result of the project, please always use the CREDENTIAL as follows:

The research leading to these results has received funding from the European Union’s Horizon 2020 Research and Innovation programmes under grant agreement no 870301 (AQ-WATCH)

4.3.3. The AQ-WATCH Open Access Community

AQ-WATCH strives for open access to scientific publications and project results. The peer-reviewed articles (with a combination of green OA and gold OA) as well as dissemination materials are accessible to everyone through the open access repository ZENODO (an EU open access initiative developed under the European OpenAIRE program and operated by CERN). All uploads will be curated by the project manager and/or the Coordinator of the project.

The following screenshots demonstrate the few steps that the user shall do to upload a publication and dissemination materials.

1) Log in or Sign Up for the ZENODO system

2) Click on “Communities”

3) Type “AQ-WATCH” on the search box

4) Once the AQ-WATCH community is found, click on “View”

5) In the next page, click on “New upload”
Once the user starts to upload an article, please pay attention to the following:

6) By selecting a community name, also include the European Commission funded research OpenAIRE
7) By selecting Access Right: please select “Open Access” for Golden OA and provide “Embargo time” if it is a Green OA
8) Please type 870301 as the grant number of AQ-WATCH

If the user experiencing difficulties to upload, please get in touch with the project manager.

4.4. When hiring researchers

All partners shall ensure an open, transparent and merit-based recruitment procedure of researchers, this needs to guarantee equality, cope with the respective national human resources regulation, the European Charter for Researchers and the Code of Conduct for the recruitment. The job openings shall be publicly announced, where applicable please also make the advertisement known on the EC EURAXESS service https://euraxess.ec.europa.eu/
For those who work only for AQ-WATCH (no matter if full time or part time employment contract), a declaration issued by the employer will make to record the effort of the person. If anyone works only partially for AQ-WATCH and partially for other projects/activities, the person is requested to fill out the timesheets. More details on recording of workload are available under section 4.5 Reporting to the EC.

4.5. Financial issues

4.5.1. Eligible and ineligible costs

Detailed description on the eligibility and ineligibility of costs is available in the Grant Agreement Article 6 (page 14-22), here is a short exemption of the text:

‘Eligible costs’ are costs that meet the following criteria:
They should be **actual costs**:
- they must be actually incurred by the beneficiary;
- they must be incurred in the period set out in Article 3 of the Grant Agreement/GA (the AQ-WATCH project life time 01.01.2020 – 31.12.2022), with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report (Art. 20 of GA);
- they must be indicated in the estimated budget set out in Annex 2 of the GA;
- they must be incurred in connection with the action as described in Annex 1 Description of Work part A & B and necessary for its implementation;
- they must be identifiable and verifiable, in particular recorded in the beneficiary’s accounts
- in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary’s usual cost accounting practices;
- they must comply with the applicable national law on taxes, labour and social security, and
- they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

If any Beneficiary using Unit Costs or Flat rate Costs, the Project Office in Hamburg expects to receive the information prior to the 1st periodic reporting.

Details about the eligibility and ways to treat it please refer to the Grant Agreement 6.2 – 6.4 (page 15-22)

**Ineligible costs** are:
(a) costs that do not comply with the conditions set out above and in Article 6.1 to 6.4 of the Grant Agreement (page , 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 beneficiary’s bank for transfers from the Agency;
- excessive or reckless expenditure;
- deductible VAT;
- costs incurred during suspension of the implementation of the action (Art. 49 of GA);
(b) costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period, unless it can demonstrate that the operating grant does not cover any costs of the action.

4.5.2. Funding distribution

Table 2: Funding distribution on 08 January 2020

<table>
<thead>
<tr>
<th>Nr.</th>
<th>Partner</th>
<th>Requested EU contribution</th>
<th>Reporting periods</th>
<th>Calculated prefinancing</th>
<th>Guarantee fund share</th>
<th>Calculated prefinancing minus guarantee fund share</th>
<th>Transferred prefinancing to bank account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MPG</td>
<td>545,125,00</td>
<td>2</td>
<td>274,500,00</td>
<td>17,356,25</td>
<td>257,543,75</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BreezoMeter</td>
<td>555,000,00</td>
<td>2</td>
<td>266,400,00</td>
<td>16,650,00</td>
<td>249,750,00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CNRS</td>
<td>167,112,50</td>
<td>2</td>
<td>133,690,00</td>
<td>8,355,63</td>
<td>125,334,38</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FMI</td>
<td>170,625,00</td>
<td>2</td>
<td>136,500,00</td>
<td>8,551,25</td>
<td>127,968,75</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BSC</td>
<td>170,000,00</td>
<td>2</td>
<td>136,000,00</td>
<td>8,500,00</td>
<td>127,500,00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>INDEEV</td>
<td>255,825,00</td>
<td>2</td>
<td>188,500,00</td>
<td>11,781,25</td>
<td>176,718,75</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>TNO</td>
<td>162,962,50</td>
<td>2</td>
<td>130,370,00</td>
<td>8,148,13</td>
<td>122,221,88</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>CetoGEO</td>
<td>87,062,50</td>
<td>2</td>
<td>69,850,00</td>
<td>4,353,13</td>
<td>65,496,88</td>
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<td>125,200,00</td>
<td>7,825,00</td>
<td>117,375,00</td>
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<td>159,008,00</td>
<td>8,887,88</td>
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<td>11</td>
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<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>BM1LF</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
<td>1,599,816,00</td>
<td>99,988,50</td>
<td>1,499,827,50</td>
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At the moment of the pre-financing, an amount that corresponds to 5% of the maximum grant amount (see Article 5.1) is deducted from the pre-financing payment and transferred to the Guarantee Fund.
Table 3: Budget of the Consortium

Table 4: Individual and total person-month (effort) of Beneficiaries (GA part A, 1.3.6, page 51)

For each Beneficiary, transfer between the budget items such as personnel and other direct costs is rather flexible. However, we need to pay attention to the following two issues:

1) contracted effort of individual WP in the Grant Agreement (Tab. 4);
2) for most of partners, maximal budget of “other direct costs” is below 15% of personnel expenses (Tab. 3). If there will be significant changes in the total planned effort and other direct costs, please get in touch with the coordinator (Guy Brasseur) and the project manager, detailed justification is required.

4.6. Reporting to the EC

Project reports to the EC include:

1) Milestones
2) Deliverables
3) Interim and final reports (technical and financial)

Track of Milestones and Deliverables will be made on the project online management tool Redmine (see section 4.2.2). The coordinator and the project manager will track the tasks, responsible partner will receive notification and will be invited to interact and complete the tasks.
Reporting of all deliverables is required to follow the template that is available in the cloud share system (see section 4.7). WP leaders are ultimately responsible for the timely preparation of deliverables that are part of their WPs, even if they are not the main authors of a particular deliverable. WP leaders should, if at all possible, send the final draft version of the deliverable to the project manager 21 days before the final delivery date. The project manager will request a review from two other two consortium participants. The project manager may also act as one of the reviewers. This review may take 7-10 days to be completed, and after that the project manager will return the document to the WP leader responsible for that deliverable to act on the comments made by the reviewers.

It will be similar by preparing the technical part of the interim and final report (work performed at WP level, progress beyond the state of the art, expected results and potential impact, deviations comparing to GA according to tasks and person-month and ethics issues)

The financial part of interim & final report include:
• individual financial statements for each beneficiary in the EC portal, the currency must be Euro;
• an explanation of the use of resources from each beneficiary in the EC portal;
A periodic summary financial statement will be created automatically in the EC portal.

Following records for financial reports are mandatory:
• Researcher declaration for those who work 100% for the project (properly dated and signed);
• Timesheets for those who work partially for the project, please pay attentions to the following issues:
  - timesheets must be consistent with HR records (i.e. illness, holidays, travel etc.)
  - timesheets must be properly dated and signed
  - maximal full time employment charged among different projects
  - complete the requested information in timesheet, provide information on relevant WP(s)
• By procurement: Best value for money must be demonstrated
• Travel and other direct costs: Costs must comply with the beneficiary's own travel policy with scanned invoices/e-invoicing, the costs claimed must relate to the project and in line with Annex I of GA, dates must be consistent with the project duration and the costs must be reasonable and not reckless

If you plan to have costs for subcontracting, equipment, travel which were not foreseen in GA (especially travel outside EU), please get in touch with the coordinator and project manager, the project office will need to get prior PO approval or request an amendment if needed.

Information that is more detailed is available in:
https://owncloud.gwdg.de/index.php/s/L2tR5uUn3vEOnEE
“H2020 kickoff presentation AQ-WATCH”: H2020 project Implementation guidelines by Monika KACIK, Research Executive Agency (REA), 11th January 2020

Audit: Please note that within the AQ-WATCH project, none of the beneficiaries will need to organize a first level Audit, unless the total eligible direct costs of a beneficiary will go beyond 325.000 Euro by the end of the project life time. However, all financial and technical records must be kept for 5 more years after the end of the project, the EC could request a second level Audit within this period of time.
AQ-WATCH Deliverable

4.7. Templates for all reporting and disseminating activities

Templates for Deliverables, Milestones, technical reports, researcher declaration/timesheets are available in project cloud share folder: https://owncloud.gwdg.de/index.php/s/RLTswmm2epmIQbW

⇒ Go to 08. Templates
please note that within the 1st project year, templates will also be made available for project presentations and posters.

4.8. If you have further questions concerning the implementation of the project

If you have any particular questions concerning the day-to-day implementation of AQ-WATCH, you can always get in touch with the project office:
Project Manager – Nico Caltabiano (nico.caltabiano@mpimet.mpg.de)
Grant Manager – Chenbo Guo (Chenbo.Guo@mpimet.mpg.de)

You can also check the EC H2020 FAQ with comprehensive information and particular case examples: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq;type=undefined;categories=;programme=null;actions=;keyword=

5. References (Bibliography)

AQ-WATCH Grant Agreement and annexes

European IPR Helpdesk (2018): Boosting Impact through Effective Communication, Dissemination and Exploitation - Making the Most of your H2020 Project

6. Dissemination and uptake

6.1. Uptake by the targeted audience

As indicated in the Description of the Action, the audience for this deliverable is

<table>
<thead>
<tr>
<th></th>
<th>The general public (PU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>The project partners, including the Commission services (PP)</td>
</tr>
<tr>
<td></td>
<td>A group specified by the consortium, including the Commission services (RE)</td>
</tr>
<tr>
<td></td>
<td>This report is confidential, only for members of the consortium, including the Commission services (CO)</td>
</tr>
</tbody>
</table>

6.2. This is how we are going to ensure the uptake of the deliverables by the targeted audience

Not relevant
7. Deliverable timeliness
Is the deliverable delayed?

☐ Yes  ☒ No

8. Changes made and/or difficulties encountered, if any
Not relevant

9. Sustainability

9.1. Links built with other deliverables, WPs, and synergies created with other projects
There is a link with D8.1 (project website) which is the main portal for accessing the information related to the project.

10. Full track of dissemination activities
Not relevant

11. Full track of publications and IP
Not relevant