



“PROJECT HANDBOOK”

Deliverable 1.1

VERSION 1. MARCH 2017

best practices for **EURO**pean **COORD**ination on investigative measures and evidence gathering





Contents

1. [Revision history](#)
2. [Programme information](#)
3. [Project Overview](#)
4. [Project Governance](#)
5. [Budget and Person Months](#)
6. [GANTT, Milestones and Deliverables](#)
7. [Dissemination](#)
8. [Reporting](#)
9. [Record-keeping](#)
10. [Amendments, eligible and ineligible costs](#)
11. [Online Repository](#)
12. [Templates](#)
13. [Meeting Schedule](#)
14. [Consortium Communication](#)
15. [Responsabilitites of each partner](#)
16. [Important resources](#)





1. Revision history

Version	Details	Who	When
V0	Version approved by SC	Project Manger	March 2017





2. Programme information

- **Call:** JUST – 2016- JCOO – AG – 1 Action grants to support judicial cooperation in criminal matters. **Justice programme**
- **Project duration:** 24 months. From 01/12/2016 to 30/11/2018
- Countries: SPAIN, ITALY and POLAND
- EC funding: 394,701 €.





3. Project Overview

To promote judicial cooperation by developing systematic research and generating specific knowledge and tools addressed to the different stakeholders to contribute to the efficient and coherent application of the Directive 2014/41/EU on the European Investigation Order (EIO) in criminal matters and other relevant regulation to raise the awareness and cooperation between prosecutors of different Member States to create a common standard of observance and respect for procedural rights of persons suffering investigative measures at the European Union level.





Workstreams

WP Number	WS Title	Lead Beneficiary	Person-months	Start months	End Month
WS0	Management and Coordination of the Project	1- UBU	18	1	24
WS1	Comparative analysis of specific national and European jurisprudence and legislation	3 - UNIPA	21	1	8
WS2	Comprehensive research on legal protection in the EU Member States under the EIO provision	1 - UBU	14	3	12
WS3	Proposal of a Code of Best Practice: enactment, debate and training	2 - UCM	17	13	24
WS4	Training and Dissemination	4 - UJ	19	1	24





4. Project Governance





Consortium Bodies

- **Project Steering Committee (PSC).**
 - The ultimate decision-making body of the consortium
 - MEMBERS: 1 representative for every partner
 - PSC will meet by Skype every four months in order to follow up on the progress of the project.
 - Decision-making: consensual, if deemed necessary by Coordinator: Majority-Voting with 1 vote per partner.
- **Project Coordinator (PC) - Mar Jimeno**
 - The individual who leads the Project for the Coordinator (University of Burgos)
- **Project Manager (PM) – Miriam Manrique**
 - 1) to manage and control project resources, schedules and activities;
 - 2) to ensure the integration of administrative related tasks; and
 - 3) to ensure outputs and deliverables on time and detect any potential risk and the corresponding solution as soon as the problem is detected.
- **Work Package Leaders will:**
 - 1) manage tasks corresponding to its Work Package; and
 - 2) to ensure outputs and deliverables corresponding to its Work Package





Consortium Bodies, continued

■ External evaluator

- Independent of the project. To give an targeted, independent advice about the progress of EUROCOORD.
- Consist of Associated Partners:
 - Fiscalía General del Estado (Public Prosecution Service) – Rosa Ana Morán Martínez
 - Fondazione Rocco Chinnici – Giovanni Chinnici





Convening meeting

	Ordinary meeting	Extraordinary meeting
Project Steering Committee	At least twice a yearly; normally quarterly	At any time upon written request of Project Steering Committee
External Advisory Board	6 PM 18 PM Final conference	





Project Coordinator and Project manager - Duties

The Project Coordinator will be responsible for cost monitoring and management within the project and will define and update the cost breakdown structure in a way that is compatible with the cost categories used by the partners

- Monitors compliance by the partners with their obligations
- Maintains communication channels within the consortium and with the EC
- Collection, review and submission of information on project progress, reports and other deliverables to the EC
- Plans and prepares project meetings and agendas, propose decisions, chair the meetings, prepare the minutes of the meetings and monitor the implementation of decisions taken
- Promptly transmits documents and information connected with the project





Project Coordinator and Project manager – Duties, continued

- Administers the EC financial contribution and fulfilling the financial tasks required
- Establishes a robust project management framework concerning project organization, planning and control
- Regularly assesses the ability to fulfil the stated objectives of the project with the resources available
- Prioritises problems, help to find means of solving them and facilitate decision-making
- Ensures the timely and cost-effective delivery of the identified outputs and outcomes
- Maintains acceptable standards of quality
- Achieves outputs and outcomes identified for the Project
- Updates the project schedule at several WBS (Work Breakdown Structure) levels, including also milestones
- Keep tracks of milestone achievement and of the work in progress in any WP
- Extracts data to generate progress reporting





Project Coordinator and Project manager – Duties, continued

- Identifies the causes of problems
- Assesses possible recovery means
- Reports to the EC on any problem and the results of the assessment performed





Project Steering Committee Duties

The PSC is ultimately responsible for the management of the project and consists of one senior representative from each partner in the consortium. It is chaired by the Project Coordinator (UBU). The main responsibilities of the PMB are the following:

- Agrees all the key decisions concerning the project
- Agrees activity plans and the budget
- Ensures the effective integration of the work packages
- Reviews reports on the activities carried out since the previous meeting
- Monitors the overall progress of the work packages against objectives and timescales
- Provides liaison between relevant stakeholders such as national governments, establishing any necessary contacts required





Project Steering Committee

Duties, continued

- Assesses, supports and guides the performance of the project on a strategic level covering the planning, control, financial, technical and scientific matters as well as dissemination
- Approves the project plan and any changes of the plan
- Resolves possible conflicts and achieving consensus on project issues
- Decides on the procedures, operational rules, technologies and standards to adopt in the project
- Monitors the performance of the project and insuring the quality of the procedures and results;
- Proposes recommendations and directions to improve the project management
- Manages risks





Project Steering Committee Composition

INSTITUTION	Representative
UBU	Mar Jimeno
UOP	Lorena Bachmaier
UCM	Annalisa Mangiaracina
UJ	Adam Górski





WS Leaders and Task Leaders Duties

The WS Leaders (WSLs) and the Task Leaders (TLs) will be responsible for the detailed implementation of the work packages and tasks and preparation of the corresponding deliverables. The WSLs perform operative management at the level of their work package and are responsible for the following activities:

- Reports progress at meetings and in management reports
- Logs major decisions related to any deviation to the work plan
- Coordinates the activities of the task leaders
- Highlights any partners whose contributions are of insufficient or of unacceptable quality





5. Budget and Person Months





Budget Overview

Maximum reimbursement rate for the call
80,00

No	Name of Beneficiary	Country	Estimated eligible costs								Estimated income		EU contribution
			A Direct personnel costs /€	B.1 Direct travel costs	B.2 Direct subsistence costs	C Direct costs of sub-contracting /€	D Direct costs of providing financial support	E Other direct costs	F Indirect costs /€ Max 7% of direct costs (sum of budget categories A-E)	G Total costs/€ (A)+(B)+(C)+(D)+(E)+(F)	H Receipts	I Other income (G-H-J)	J Requested EU contribution / €
1	UNIVERSIDAD DE BURGOS	ES	128 000	4 300	3 400	16 000	0	22 500	12194,00	186394,00	0,00	37279,00	149115,00
2	UNIVERSIDAD COMPLUTENS	ES	100 000	2 400	1 800	0	0	500	7329,00	112029,00	0,00	22406,00	89623,00
3	UNIVERSITA DEGLI STUDI DI	IT	86 400	4 800	3 000	0	0	1 500	6699,00	102399,00	0,00	20480,00	81919,00
4	UNIWERSYTET JAGIELLONSK	PL	76 000	6 000	3 000	0	0	1 500	6055,00	92555,00	0,00	18511,00	74044,00
Total			390 400	17 500	11 200	16 000	0	26 000	32277,00	493377,00	0,00	98676,00	394701,00

Requested reimbursement rate %	Requested indirect cost flat-rate %
K Requested EU contribution / Total costs	L Average indirect costs (F) of participants (max. 7 %)
80,00	7,00





Budget

UBU, detailed*

A Direct personnel Costs	n° WS	0	1	2	3	4	TOTAL PM effort	Monthly cost (€)	TOTAL
	Project coordinator	6,0	0,0	1,0	0,0	0,0		7	4.000,00 €
Researchers	3,0	5,0	7,0	5,0	5,0		25	4.000,00 €	100.000,00 €
Total	9,0	5,0	8,0	5,0	5,0		32	-	128.000,00 €
A.									128.000,00 €

B. TRAVEL AND SUBSISTENCE	Event	Month	Partner Responsible	Location	Direct travel costs (B.1)	Direct subsistence costs (B.2)	Description
	Kick Off Meeting		0	UBU	Brussels	600 €	800
Project Kick-off meeting		1	UBU	Burgos (Spain)	- €	0	
PM 6 – Month Meeting / Seminar		6	UOP	Palermo	900 €	800	3 persons (project coordinator, 2 researchers) 3 day meeting
PM 12 – Month Meeting - Interim		12	UCM	Madrid	500 €	100	4 persons (project coordinator, 3 researchers) 2 day meeting
PM 18 –Month Meeting / Seminar		18	UJ	Jagellonian (Poland)	1.800 €	900	3 persons (project coordinator, 2 researchers) 3 day meeting
PM 24 – Month Meeting		24	UBU	Burgos (Spain)	- €	0	
Final project conference		23	UBU	Madrid	500 €	800	
B.1, B.2					4.300,00 €	3.400,00 €	

*estimated, not obligatory. Not presented to EC





Budget

UBU, continued

C. DIRECT COST OF SUB-CONTRACTING	Concept	Cost (€)	Justification
	External evaluation - Quality control	12.000,00 €	As call advice: project should provide for an evaluation, ideally by somebody who is not implementing the project Monitoring strategy Quality control: revision of the fulfillment of the tasks according to the expected quality, evaluation of the technical quality of the deliverables and possible problems. Evaluate the delivery deadlines and costs (economic/financial review). 75 hours per year (150 hours total)
	External evaluation - communication consultancy	4.000,00 €	Elaboración plan de comunicación, revisión y evaluación. 2,500 1st year, 1,500 2nd year.
	Total C	16.000,00 €	

E. OTHER DIRECT COSTS	Concept	Cost (€)	Justification
	Project Sites	1.500,00 €	Main website and Establishment of national webpages translated from main website (English)
	Material project translation	3.000,00 €	Project material translation
	Project kick-off meeting organization	500,00 €	Catering, room,
	Associated partners collaboration	8.000,00 €	Associate partners invitation to join project meetings: Final conference meeting, 6 M project meeting/seminar, 18 M project meeting/seminar and final project meeting. 1 person per Associated partner, 3 project meetings/seminars/final conference
	Total E	22.500,00 €	





Budget

UCM, detailed*

A Direct personnel Costs	n° WS	0	1	2	3	4	TOTAL PM effort	Monthly cost (€)	TOTAL
	Total	3	5	2	6	4	20	-	100.000,00 €
A.									100.000,00 €

B. TRAVEL AND SUBSISTENCE	Event	Month	Partner Responsible	Location	Direct travel costs (B.1)	Direct subsistence costs (B.2)	Description
		Kick Off Meeting	0	UBU	Brussels	- €	0
	Project Kick-off meeting	1	UBU	Burgos (Spain)	300 €	600	2 persons (project coordinator, 3
	PM 6 – Month Meeting / Semminar	6	UOP	Palermo	900 €	600	2 persons (project coordinator, 2 researchers) 2 day meeting
	PM 12 – Month Meeting - Interim review	12	UCM	Madrid	- €	0	2 persons (project coordinator, 3 researchers) 2 day meeting
	PM 18 –Month Meeting / Seminar	18	UJ	Jagellonian (Poland)	1.200 €	600	2 persons (project coordinator, 2 researchers) 2 day meeting
	PM 24 – Month Meeting	24	UBU	Burgos (Spain)	- €	0	
B.1, B.2					2.400,00 €	1.800,00 €	

E. OTHER DIRECT COSTS	Concept	Cost (€)	Justification
		Project meeting organization	500,00 €
	Total E	500,00 €	

*estimated, not obligatory. Not presented to EC





Budget

UNIPA, detailed *

A Direct personnel Costs	n° WS	0	1	2	3	4	TOTAL PM effort	Monthly cost (€)	TOTAL
	Total	3	3	6	2	3	4	18	-
A.									172.800,00 €
B. TRAVEL AND SUBSISTENCE	Event	Month	Partner Responsible	Location	Direct travel costs (B.1)	Direct subsistence costs (B.2)	Description		
	Kick Off Meeting	0	UBU	Brusels	- €	0			
	Project Kick-off meeting	1	UBU	Burgos (Spain)	900 €	600	2 persons 2 day meeting		
	PM 6 – Month Meeting / Semminar	6	UOP	Palermo	- €	0			
	PM 12 – Month Meeting - Interim review	12	UCM	Madrid	900 €	600	2 persons 2 day meeting		
	PM 18 –Month Meeting / Seminar	18	UJ	Jagellonian (Poland)	1.200 €	600	2 persons 2 day meeting		
	PM 24 – Month Meeting	24	UBU	Burgos (Spain)	900 €	600	2 persons 2 day meeting		
	Final project conference	23	UBU	Madrid	900 €	600	2 persons 2 day meeting		
	B.1, B.2					4.800,00 €	3.000,00 €		
E. OTHER DIRECT COSTS	Concept	Cost (€)	Justification						
	Project meeting organization	1.500,00 €	Catering, room, seminar logistics						
	Total E	1.500,00 €							

*estimated, not obligatory. Not presented to EC





Budget

UJ, detailed *

A Direct personnel Costs	n° WS	0	1	2	3	4	TOTAL PM effort	Monthly cost (€)	TOTAL
	Total	3	5	2	3	6	19	-	76.000,00 €
A.									76.000,00 €

B. TRAVEL AND SUBSISTENCE	Event	Month	Partner Responsible	Location	Direct travel costs (B.1)	Direct subsistence costs (B.2)	Description
		Kick Off Meeting	0	UBU	Brusels	- €	0
	Project Kick-off meeting	1	UBU	Burgos (Spain)	1.200 €	600	2 persons 2 day meeting
	PM 6 – Month Meeting / Semminar	6	UOP	Palermo	1.200 €	600	2 persons 2 day meeting
	PM 12 – Month Meeting - Interim review	12	UCM	Madrid	1.200 €	600	2 persons 2 day meeting
	PM 18 –Month Meeting / Seminar	18	UJ	Jagellonian (Poland)	- €	0	
	PM 24 – Month Meeting	24	UBU	Burgos (Spain)	1.200 €	600	2 persons 2 day meeting
	Final project conference	23	UBU	Madrid	1.200 €	600	2 persons 2 day meeting
	B.1, B.2				6.000,00 €	3.000,00 €	

E. OTHER DIRECT COSTS	Concept	Cost (€)	Justification
		Project meeting organization	1.500,00 €
	Total E	1.500,00 €	





Person Months overview

Participant no./short name	WS0	WS1	WS2	WS3	WS4	Total person months
UBU	9	5	8	5	5	32
UCM	3	5	2	6	4	20
UOP	3	6	2	3	4	18
UJ	3	5	2	3	6	19
TOTAL						
	18	21	14	17	19	89





6. GANTT, Milestones and Deliverables





		GANTT																							
		Year 1												Year 2											
		dic-16	ene-17	feb-17	mar-17	abr-17	may-17	jun-17	jul-17	ago-17	sep-17	oct-17	nov-17	dic-17	ene-18	feb-18	mar-18	abr-18	may-18	jun-18	jul-18	ago-18	sep-18	oct-18	nov-18
Lead Organisation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Workstream 0 (Management and Coord.)	UBU																								
1 Brussels Kick-off meeting	UBU	x																							
2 Project kick-off meeting	UBU	x	→	x																					
3 2nd Project meeting	UOP					x																			
4 3rd Project meeting	UCM										x														
5 4th Project meeting	JU																	x							
6 Final Project Meeting	UBU																							x	
7 Project monitoring and steering committee	UBU		D		x				x			D					x			x				D	
8 Administrative and financial management	UBU																								
9 Ethics management	UBU																								
10 Preliminary and final evaluation	UBU					x						x						x					x		
Workstream 1 (National and European legislation)	UOP																								
1 Comparative research methodology	UOP	→	→	→																					
2 Jurisprudence analysis	UOP. All partners																								
3 Interviews	UOP. All partners					D																			
4 Analysis and assessment of the results	UOP							D																	
Workstream 2 (legal protection)	UBU																								
1 Qualitative research methodology	UBU																								
2 Interviews and focus groups	UBU, UCM, UOP, UJ																								
3 Comprehensive and qualitative analysis	UBU, UOP, UJ												D												
Workstream 3 (Code of Best Practises)	UCM																								
1 First draft	UCM																x								
2 Discussion groups	UCM. All partners																			D					
3 Final version	UCM																				x				
4 Training courses planning and syllabus	UBU																								
Workstream 4 (Dissemination and training)	JU																								
1 Main website and updates	UBU		D																						
2 Online debate and communication	UJ						D																		
3 Offline communication campaigns	UJ																								
4 Training courses and resources	UBU																			D					
5 European Observatory for the EIO	UJ, UBU, UOP																								
6 Dissemination to policy makers	UJ, UBU, UOP																								
7 Scientific dissemination	UJ, UBU, UOP																							D	
8 Events and conferences	UCM																						x	D	





MILESTONES

Milestones number	Milestone title	WS number	Lead Beneficiary	Due Date	Date	Means of verification
MS1	Project Kick-off meetings (Brussels and Burgos)	WS0	1-UBU	1	dic-17	Two kick-off meetings will take place: the first session will be organised in Brussels, joining the entire consortium and the European Commission (Project Officer). The second one will be held at Burgos.
MS2	Preliminary evaluation	WS0	1-UBU	3	feb-17	Introductory research into the current situation regarding the EIO application and standard practices, state of the art, main communication and networking strategies and channels, adequateness of the workstream and timestream, etc.
MS3	Dissemination and Communication strategy, plan and implementation	WS3	4-UJ	4	mar-17	Plans developed, and Targeted audience reached through the specific and planned activities. Establishment of presence, communication and debate. At least, four peer-reviewed articles should be published. It includes online and offline activities.
MS4	Final data collection and comparative research into the EOI judicial framework, legal protection and analysis of the current situation from stakeholders	WS1, WS2	3-UNIPA	9	ago-17	Interviews addressed to judicial authorities, practitioners, and any other stakeholder involved (e.g., NGOs, police officers, etc.). Analysis of the national legislation on the implementation of the EIO, legal cooperation practices, EU legal instruments, the intervention of the leading institutions, etc.





MILESTONES

Milestones number	Milestone title	WS number	Lead Beneficiary	Due Date	Date	Means of verification
MS5	Long-life training: courses and seminars implementation	WS4	1-UBU	24	nov-18	Introduce and assess the online courses, their syllabus, resources and seminars in the field of the European Investigation Order.
MS6	Development of a Code of Best Practices and Evaluation report on the first draft and final version	WS3	2-UCM	24	nov-18	Final analysis of stakeholders contribution. Focus groups and coordination to elaborate the first draft and the final version of the Code Of Best Practices, marking the beginning of the European Observatory
MS7	Launch of the European Observatory on EOI and beyond on criminal matters	WS4	4-UJ	24	nov-18	Open the debate about the EIO, involve the entire community of stakeholders and establish the conditions for a collaborative, scientific driven, networking approach and its success and sustainability over time
MS8	Final evaluation	WS0	1-UBU	24	nov-18	Plans to ensure the long-term viability of the European Observatory on EOI and to fix the potential gaps that have arisen within the project lifecycle





DELIVERABLES

Deliverable Number	Deliverable Title	WS number	Lead Beneficiary	Type	Dissemination Level	Due Date	Date
D0.1	Project Handbook Manual	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	2	ene-17
D0.2	Project Meetings reports	WSO	1-UBU	Other	Confidential, only for members of the consortium (Including the Commission Services)	1	dic-16
D0.3	2nd Project Meeting report	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	7	jun-17
D0.4	3rd Project Meeting report	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	13	dic-17
D0.5	4th Project Meeting report	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	19	jun-17
D0.6	Final report meeting report	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	24	nov-18
D0.7	First Annual Periodic Activities	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	12	nov-17
D0.8	Second Annual Periodic Activities report (M24)	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	24	nov-18
D0.9	1st monitoring report by external evaluator	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	6	may-17
D0.10	2nd monitoring report by external evaluator	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	12	nov-17
D0.11	3rd monitoring report by external evaluator	WSO	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	18	may-18





Deliverable Number	Deliverable Title	WS number	Lead Beneficiary	Type	Dissemination Level	Due Date	Date
D0.12	4th monitoring report by external evaluator	WS0	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	24	nov-18
D0.13	1st Steering committee meeting report	WS0	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	6	may-17
D0.14	2nd Steering committee meeting report	WS0	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	12	nov-17
D0.15	3rd Steering committee meeting report	WS0	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	18	may-18
D0.16	4th Steering committee meeting report	WS0	1-UBU	Report	Confidential, only for members of the consortium (Including the Commission Services)	24	nov-18





DELIVERABLES

Deliverable Number	Deliverable Title	WS number	Lead Beneficiary	Type	Dissemination Level	Due Date	Date
D1.1	Compilation framework	WS1	3- UNIPA	Other	Confidential, only for members of the consortium (Including the Commission Services)	2	ene-17
D1.2	Relevant experience of professionals working on the field, a framework with specific items to be filled it will be elaborated	WS1	3- UNIPA	Other	Confidential, only for members of the consortium (Including the Commission Services)	7	jun-17
D1.3	Diagnosis of the current situation through desk research and unstructured interviews in the countries of the Consortium (Spain, Italy, Poland), including associate partners	WS1	3- UNIPA	Report	Public	7	jun-17
D1.4	National reports on EOI and common practices	WS1	3- UNIPA	Report	Public	8	jul-18
D2.1	Current situation	WS2	1-UBU	Other	Confidential, only for members of the consortium (Including the Commission Services)	4	mar-17
D2.2	Common practices related with EIO and evidence transfer in Spain, Italy and Poland	WS2	1-UBU	Other	Confidential, only for members of the consortium (Including the Commission Services)	11	oct-17
D2.3	National reports on EOI and common practices	WS2	1-UBU	Report	Public	12	nov-17
D3.1	First version of the Code of Best Practice	WS3	2- UCM	Report	Confidential, only for members of the consortium (Including the Commission Services)	17	abr-18
D3.2	Open debate and training	WS3	2- UCM	Other	Public	20	jul-18
D3.3	Final version of the Code of Best Practice	WS3	2- UCM	Report	Public	21	ago-18
D3.4	Code of Best Practice for European investigation order in criminal proceedings	WS3	2- UCM	Other	Public	24	nov-18





DELIVERABLES

Deliverable Number	Deliverable Title	WS number	Lead Beneficiary	Type	Dissemination Level	Due Date	Date
D4.1	Social media: presence, communication and debate	WS4	4-UJ	Other	Public	24	nov-18
D4.2	Consolidation of European Observatory on EIO	WS4	4-UJ	Other	Public	24	nov-18
D4.3	Scientific dissemination	WS4	4-UJ	Other	Public	24	nov-18
D4.4	Project Main website	WS4	1-UBU	Website, patents filling, etc	Public	3	feb-17
D4.5	Training courses materials	WS4	1-UBU	Website, patents filling, etc	Public	24	nov-18
D4.6	Dissemination and Exploitation plan	WS4	4-UJ	Report	Confidential, only for members of the consortium (Including the Commission Services)	6	may-17
D4.7	Report on dissemination activities, participation in events, articles published, etc.	WS4	4-UJ	Report	Public	24	nov-18





7. Dissemination





Dissemination

Materials & Procedures

- Dissemination materials are defined in *D4.6. Communication plan*
- UJ will store and monitor all dissemination materials and information developed during the project on the Online Repository.
- Information and/or materials developed during project which can be used for dissemination, are classified as “public” or “with authorization”
 - Public information and/or materials will be prepared and /or shared by UJ on the repository: *Documents / WSs / WS4 / Project Dissemination material / Public*
 - All additional information and/or materials requires authorization, and will be stored on the repository: *Documents / WSs / WS4 / Project Dissemination material / Public / With authorization*
- Partners must communicate to UJ and the Coordinator all envisaged dissemination activities. A submission dissemination report will be sent to UJ.





8. Reporting





Reporting

Types of reporting

- Within EUROCOORD, partners are expected to deliver various types of reports: external and internal reports:
 - External reports: official, periodic reports which the Coordinator will submit on behalf of the Consortium to the European Commission
 - Internal reports: each partner is expected to submit its expenditures and PM involvement.
- External reporting takes place on a yearly interval, according to pre-determined reporting templates.





External Reports

Outline

- External reporting consist of various report types:
 1. **Continuous reporting (i.e. deliverables)**
 2. **Periodic reporting:**
 - Periodic reports are submitted by the Coordinator within 60 days following the end of each reporting period (12-months)
- Periodic reports consist of two elements: a technical and financial section:
- The **technical** section which contains a.o. explanation of the work carried out and progress;
 - The **financial** section consists a.o. of individual financial statements; and explanation of use of resources and a periodic summary financial statement
- At the end of the Project a comprehensive Final report will need to be prepared



Internal Reports

Outline

- All partners are required to submit to the Project Coordinator/ Project Manager periodic reports regarding expenditures, PM involvement and WP-related progress
- This exercise serves to continuously monitor the project's progress and identify deviations from the project plan in an early stage
- These informal, internal reports will serve as the basis for the official Annual Progress reports that need to be submitted to the EC for review
- For each of these reports (expenses and PM-involvement trackers; WP interim reports) templates are available in the online repository (folder:Documents / Templates and Reporting tools)
- **Dates of internal reports:**
 - 1st: 31/12/2017
 - 2nd: 15/06/2018





9. Record-keeping





Record – keeping

General obligation to inform

The EUROCOORD Consortium has a “**General Obligation to Inform**” the EU, which means that:

- Partners have an obligation to provide accurate information upon request at any time, for any purpose, of any type and within the deadline set by the EU;
- Partners have an obligation to keep information up-to-date, by maintaining/updating details in the in the [Beneficiary Register](#) if required
- Partners are required to inform the **Coordinator** in case of:
 - Events that are likely to affect/delay the implementation of the Action or the EU’s financial interest
 - Circumstances affecting the decision to award the grant or compliance with Agreement





Record – keeping

General obligation to inform, continued

- Beneficiaries are responsible for compliance of Linked 3rd parties to these obligations
- Beneficiaries are required to keep **original** supporting documentation for **at least 5 years** after the payment of the balance:
 - For proving costs declared, contracts, subcontractors, invoices, accounting records, etc.
 - EC: “Costs that are not supported by appropriate and sufficient evidence may be rejected”
- Personnel involvement
 - Full-time on project: “ Declaration on Exclusive Work for the Action
 - Part time: → Timesheets





10. Amendments, eligible and ineligible costs





Amendments

- Amendments of the proposal are possible, as long as the scope of the project is not changed significantly. Any proposed amendment should be raised to the Project Coordinator/Project Manager who will liaise with the EC
- Transfer of resources between budget categories = possible (w/o changing scope, Tasks of the project!)
- Beneficiaries remain responsible for reporting own costs. Acceptance of claims by coordinator does not guarantee eligibility of costs.





Costs

Elegible (actual) costs

- **Eligible (actual) costs** must be:
 - they must be actually incurred by the beneficiary;
 - they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of the final report (see Article 15);
 - (they must be indicated in the estimated budget set out in Annex 2;
 - they must be incurred in connection with the action as described in Annex 1 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
 - (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;





Costs

Ineligible (actual) costs

- **Ineligible (actual) costs** are:
 - 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 Commission;
 - excessive or reckless expenditure;
 - deductible VAT;
 - costs incurred during suspension of the implementation of the action (see Article 33);
 - in-kind contributions provided by third parties;





Budget transfers

- Budget transfers:
 - If incurred eligible costs < estimated eligible costs, the difference can be allocated to another beneficiary or another budget category;
 - A beneficiary cannot transfer budget to a form of costs that has not been foreseen
- An amendment is required if transfer concerns:
 - A re-allocation of Annex 1 Tasks
 - A change in cost forms
 - New subcontracts
 - Budget transfers between categories above 20%





11. Online Repository





Online repository

Document Management System

- The online repository serves as the main means for internal document-sharing among project partners
- It is mainly intended as an environment where completed drafts or final versions are shared with the whole consortium (thus not for on-going work within WPs themselves)
- The current repository is Dropbox, managed by UBU





12. Templates





Templates

- Templates are available on the online repository (Dropbox)
- for the following items: presentations; reports; expenses and person months reports; WP interim reports and meeting agendas.
- It is the responsibility of each partner to use these templates as it creates uniformity and a distinct EUROCOORD branding towards the European Commission, end-users and other stakeholders.
- All templates are available in the folder: Documents / Templates and Reporting tools on the repository





13. Meeting Schedule





List of meetings

TRAVELS / EVENTS					
Event / Meeting	Month	date	Partner Responsible	Location	Comments
Kick Off Meeting	0		UBU	Brussels	Not yet established
Project Kick-off meeting	1 --> 3	feb-17	UBU	Burgos (Spain)	Delayed. 9 February 2017
PM 6 – Month Meeting / Semminar	6	may-17	UOP	Palermo	Expected: 5-9 June.
PM 12 – Month Meeting - Interim review	12	nov-17	UCM	Madrid	
PM 18 –Month Meeting / Seminar	18	may-18	UJ	Jagellonian (Poland)	
PM 24 – Month Meeting	24	nov-18	UBU	Burgos (Spain)	
Final project conference	23	oct-18	UBU	Madrid	



List of Steering Committees

Steering committee meetings					
Event / Meeting	Month	date	Partner Responsible	Location	Comments
1st Steering Committee	6	may-17	UBU	Skype	Not yet established. UBU will ask previously a technical report (using templates), one week before. Month 4-5
2nd Steering Committee	12	nov-17	UBU	Skype	Date should be asked to the SC. Under agreement of SC. It should be moved to M9
3rd Steering Committee	18	may-18	UBU	Skype	Date should be asked to the SC. Under agreement of SC. It should be moved to M15
4th Steering Committee	24	nov-18	UBU	Skype	Date should be asked to the SC. Under agreement of SC. It should be moved to M21

List of Seminars

Semminars					
Event / Meeting	Month	date	Partner Responsible	Location	Comments
PM 6 – Month Meeting / Semminar	6	may-17	UOP	Palermo	Expected: 5-9 June.
PM 18 –Month Meeting / Seminar	18	may-18	UJ	Jagellonian (Poland)	

Seminars addressed to different target groups:

- a) Academic; b) Judicial Authorities; c) Law Enforcement authorities; d) professionals focused on accused's rights; c) Society.



14. Consortium Communication





Communication

- An up-to-date **contact list** can be found on the online repository (dropbox).
- In case a partner changes Project and Admin contact: contact the Project Coordinator/Manager as soon as possible

EC Contacts

Project Officer – Ms. Barbara BEDNARZ

All formal communication with EC should be done through Participant Communication Center (Participant Portal IT Tool)





15. Responsibilities of each partner





Responsibilities

Duties of each partner

- Partners are required to read the project proposal, Consortium Agreement and Grant Agreement (you can download it online on SyGMA)
- For any problem with SyGMA (access, name changes, etc), please contact both the Coordinator (and PM) and the EU HelpDesk or your national contact point.
- Please keep every official project communication (e.g. emails) in English
- In case of problems or doubts, do raise the issue as early as possible!





Responsibilities

Duties of each partner, continued

- It is your responsibility to take into account the schedule of deliverables when establishing your planning
- Each partner should ensure to respond to e-mail within 3 workdays
- Each partner should ensure to designate a back-up within his/her organization in case of absence or limited availability
- The Coordinator would request partners to be on standby when the Annual Report needs to be submitted
- Partners remain responsible for keeping track of/ reporting expenses and time





16. Important resources





Important resources

- Documents relating to EUROCOORD - updated proposal, templates, work package descriptions - can be found at the online repository (dropbox).
- Modalities with regard to EU funding, reimbursement and reporting can be found in the [Annotated Model Grant Agreement](#) (please ensure to work with the most recent version)
- The [EU's participant portal](#) is the main outlet for the European Commission to communicate with the Consortium and with Project Partners
- In case of specific questions concerning reimbursement, eligibility of costs etc. contact your [National Contact Point](#) (after having contacted Coordinator/ Project Manager if required)

