

**Project Number: [insert project reference number]**

**Project Acronym: [insert acronym]**

**Project title: [insert project title]**

**Periodic Technical Report**

**Part B**

**Period covered by the report: from [insert dd/mm/yyyy] to [insert dd/mm/yyyy]**

**Periodic report: [1st] [2nd] [3rd] [4rd]**

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# Explanation of the work carried out by the beneficiaries and Overview of the progress

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| **Participant portal Periodic Report Template:**   * Explain the work carried out during the reporting period in line with the Annex 1 to the Grant Agreement. * Include an overview of the project results towards the objective of the action in line with the structure of the Annex 1 to the Grant Agreement including summary of deliverables and milestones, and a summary of exploitable results and an explanation about how they can/will be exploited[[1]](#footnote-2).   (No page limit per work package but report shall be concise and readable. Any duplication should be avoided). |

|  |
| --- |
| *BBI JU additional guidelines*:  Please refer to the Description of the Action (DoA).  When describing the advancement of your project, please include reference (brief description) to the following:   * Results:   + main scientific and/or technological achievements of the project   + main innovation outputs (if applicable)   + contribution to the state of the art   + scientific and/or technological quality of the results   + impact on technology and/or society   + impact on the researcher career (if applicable)   + dissemination activities and results: publications, users involved, etc.   + protection of the acquired intellectual property (patents applications, etc.) * Progress of the activities:   + main research / innovation (if applicable) / training (if applicable) / transfer of knowledge activities (if applicable)   + summary of the achieved objectives, compliance with the workplan, any deviations (whether justified) and corrective actions (whether acceptable).   + milestones for the period and submission and acceptance of deliverables (if applicable).   + use of resources (are they in line with the DoA, do they represent good value for money?) (if applicable). |

*Write your answer here*

# Objectives

|  |
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| **Participant portal Periodic Report Template:**  List the specific objectives for the project as described in section 1.1 of the DoA and describe the work carried out during the reporting period towards the achievement of each listed objective. Provide clear and measurable details. |

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| *BBI JU additional guidelines*:  Explain how the project remains scientifically or technologically relevant. Specifically describe how   * *the objectives are still relevant and provide scientific and/or technological breakthrough potential* * *the objectives are still achievable within the time and resources available to the project.* * *the approach and methodology continue to be relevant.*   Explain how the critical implementation risks and mitigation actions described in the DoA are still relevant. Specifically describe how:   * *the identified risks in the project are managed* * *mitigation measures were updated during the RP ( if the consortium identified more effective measures to the existing or new risks)*   Indicate if new risks were acknowledged in the reporting period, and the relative proposed mitigation measures.  *Please ensure consistency with the results found in the ‘critical risks’ and ‘unforeseen risks’ tab of the ‘continuous reporting’ module of the Participant Portal.*  For innovation actions (IA):  Explain if and how the pilots/case studies have started to showcase innovative results as described in the DoA.   * *Which results have been partially achieved at this stage of the project (products: type and volume)?* * *Give a brief description of tangible innovative results (outcomes)*   *Examples:*   * + *Validity of a new process (tested or not)*   + *End products with new characteristics*   + *Building status of the demo facilities* |

*Write your answer here*

# 1.2 Explanation of the work carried per WP

1.2.a. Summary of delayed deliverables  
Please fill the following table **only** with the delayed deliverables for the period assessed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Deliverable code | Expected submission date | Submission date | Reason for delay |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1.2.b. Summary of delayed milestones  
Please fill the following table **only** with the delayed milestones for the period assessed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number | Milestone code | Due date | Achievement date | Reason for delay |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

|  |
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| *BBI JU additional guidelines*   1. In tables 1.2a and 1.2b, provide a list of the main delayed milestones and deliverables for the Reporting Period under assessment and shortly explain the reason for their delay. 2. For each work package (WP):    * Explain the progress in relation to the DoA, including the achievement of deliverables and milestones and periodic report.    * Comment on any deviation and/or delays, explaining the reasons for them and the corresponding corrective action taken.    * Explain the interaction and integration between work packages.   If needed, refer to section 5.1 for a more thorough analysis. |

*Write your answer here*

1.2.1 Work Package 1

|  |
| --- |
| **Participant portal Periodic Report Template:**  Explain the work carried out in WP1 during the reporting period giving details of the work carried out by each beneficiary/linked third party involved. |

1.2.2 Work package 2

Etc.

*Write your answer here*

# 1.3 Impact

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| **Participant portal Periodic Report Template:**  Include in this section whether the information on section 2.1 of the DoA (how your project will contribute to the expected impacts) is still relevant or needs to be updated. Include further details in the latter case. |

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| *BBI JU additional guidelines*:  Please indicate the most significant impacts of your projects. Use the questions and indications below as a guideline.  For both RIA and IA: Significant achievements   * What are the project most significant scientific and/or technological achievements? * Please explain in which way these achievements are breakthrough, go beyond the start of the art and/or are innovative. * What are the project most impactful achievements for the society? * Please explain in which way these achievements contribute to addressing societal needs/ challenges and to a more sustainable society (in social, economic and environmental terms)  1. Most significant exploitable results delivered by the project during the period under review (or in the case of the last periodic report: the whole project duration), mentioning for each:   • Type and purpose of result;  • Which group of stakeholders could exploit it;  • How it is made available for stakeholders (dissemination channel, IPR issues); expected impact.   1. results:  * main scientific and/or technological achievements of the project * main innovation outputs (if applicable) * contribution to the state of the art * scientific and/or technological quality of the results * impact on technology and/or society * impact on the researcher career (if applicable)   Please ensure consistency with the results found in the relevant tabs of the ‘continuous reporting’ module of the participant portal, such as ‘innovation’, ‘SME impact’.  If applicable: please explain how the project contributes to the implementation of the following EU policies:   * The Bioeconomy strategy <https://ec.europa.eu/research/bioeconomy/index.cfm?pg=policy&lib=strategy> * Circular Economy Package including the EU strategy for plastics and waste management.   <http://ec.europa.eu/environment/circular-economy/index_en.htm>   * EU and global policy targets: Sustainable Development Goals (SDGs)   <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>   * Any other contribution to a different EU policy you consider relevant |

*Write your answer here*

# [If applicable] Option for Projects on Access to Research Infrastructures

# Access provisions to Research Infrastructures

If access to research infrastructures has been provided under the grant please include access provision activities.

**Trans-national Access Activities (TA)**

Provide for the set of TA Work Packages, the integrated information described below.

Description of the publicity concerning the new opportunities for access

In the first periodic report describe the measures taken to publicise to research teams throughout Europe the opportunities for access open to them under the Grant Agreement. In the following periodic reports indicate only additional measures and changes.

Description of the selection procedure

In the first periodic report, describe the procedure used to select users: organisation of the Selection Panel, any additional selection criteria[[2]](#footnote-3) employed by the Selection Panel, measures to promote equal opportunities, etc. Specify if feedback is given to rejected applicants and in which form. In the following periodic reports indicate only changes to the existing procedure.

The list of the Selection Panel members should be maintained and update when necessary in order to prove that the panel is composed following the conditions indicated in Article 16.1 of the GA[[3]](#footnote-4). The Commission reserves the right to request this list at any time.

Indicate number, date and venue (if not carried out remotely) of the meetings of the Selection panel during the reporting period.

Provide integrated information on the selection of user projects and on the scientific output of supported users. In particular indicate the number of eligible User projects submitted in the reporting period and the number of the selected ones taking into account only calls for which the selection has been completed in the reporting period. Indicate also the number of user projects, started and supported in the reporting period, which have a majority of users not working in an EU or associated country

Description of the Trans-national Access activity

Give an overview of the user-projects[[4]](#footnote-5) and users supported in the reporting period indicating their number, their scientific fields and other relevant information you may want to highlight. You should maintain the list of the user-projects for which costs have been incurred in the reporting period. A user-project can run over more than one reporting period. In this case it should be inserted in the list of each concerned reporting period.

The list of user-projects must include, for each user-project, the acronym, objectives, as well as the amount of access granted to it on each installation used by the user-project in the reporting period. When the user-project is completed in the reporting period the list should also include a short description of the work carried out. The Commission reserves the right to request this list at any time.

In addition you must fill the following tables (in Part A to be filled in the IT tool):

* List of users: Researchers who have access to research infrastructures/installations (one or more) through Union support under the grant either in person (through visit) or through remote access;
* Research infrastructures made accessible to all researchers in Europe and beyond through EU support and summary of trans-national access provision per installation per reporting period indicate for each installation providing trans-national access under the project the quantity of access actually provided in the Reporting Period (expressed in the unit of access defined in Annex 1 for that specific installation).

Scientific output of the users at the facilities

Give highlights of important research results from the user-projects supported under the grant agreement. Indicate the number and the type of publications derived by user-projects supported under the grant taking into account only publications that acknowledge the support of this EU grant.

You should maintain a list of publications that have appeared in journals (or conference proceedings) during the reporting period and are resulting from work carried out under the Trans-national Access activity. List only publications that acknowledge the support of the European Community. For each publication indicate: the acronyms of the user-projects that have led to the publication itself, the authors, the title, the year of publication, the type of publication (Article in journal, Publication in conference proceeding/workshop, Book/Monograph, Chapters in book, Thesis/dissertation, whether it has been peer-reviewed or not, the DoI (Digital Object Identifier), the publication references, and whether the publication is available under Open Access or not. The Commission reserves the right to request this list at any time.

User meetings

If any user meetings have been organised in the reporting period, indicate for each of them the date, the venue, the number of users attending the meeting and the overall number of attendees.

**Virtual Access Activities (VA)**

Provide for the set of VA Work Packages, the integrated information described below..

Provide statistics on the virtual access in the period by each installation, including quantity, geographical distribution of users and, whenever possible, information/statistics on scientific outcomes (publications, patents, etc.) acknowledging the use of the infrastructure.

As indicated in Art. 16.2, the access providers must have the virtual access services assessed periodically by a board composed of international experts in the field, at least half of whom must be independent from the beneficiaries. In the first periodic report, describe how the virtual access providers will comply with this obligation. In the following periodic reports indicate only changes to the existing procedure.

When an assessment is scheduled under the reporting period, the assessment report must be submitted as deliverable.

*Write your answer here*

# Resources used to provide access to Research Infrastructures

For virtual or trans-national access costs reported as actual costs include, for each access provider, information on how many of the Person Months (PM) reported in the use of resources linked to the financial statements have been used to provide access and explain for which task (e.g. scientific support to users, …).

|  |  |  |  |
| --- | --- | --- | --- |
| Beneficiary/Linked Third Party short name | Installation(s) | PM | Explanations of tasks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Information on individual subcontracts must be reported in the use of resources linked to the financial statements in the IT tool. Please mention in the comments field of each subcontract whether it is related to virtual or trans-national access. In addition, all other direct costs items related to virtual or trans-national access must be detailed in the use of resources linked to the financial statements in the IT tool, even if they do not exceed 15% of personnel costs.

*Write your answer here*

# Update of the plan for exploitation and dissemination of result (if applicable)

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| **Participant portal Periodic Report Template:**  Include in this section whether the plan for exploitation and dissemination of results as described in the DoA needs to be updated and give details. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *BBI JU additional guidelines:*  *List the most significant exploitable results delivered by the project during the period under assessment, mentioning for each:*  • Type and purpose of result (how to exploit the expected outcomes);  • Which group of stakeholders could exploit it; how it is made available to stakeholders who could exploit it (dissemination channel, IPR issues); expected impact.  Please update and ensure consistency with the ‘dissemination’, ‘patents’ and ‘publications’ tabs of the ‘continuous reporting’ module of the Participant Portal.  Publications: please ensure that publications are correctly reported in SyGMa. For each publication, the following elements should be available: the author(s), the title, the year of publication, the type of publication (Article in journal, Publication in conference proceeding/workshop, Book/Monograph, Chapters in book, Thesis/dissertation, whether it has been peer-reviewed or not, the DoI (Digital Object Identifier), The link to a public repository (not the editor) in which the publication is accessible, what type of Open Access is granted.  Communication: please follow the template below. If sections are not applicable, put N.A.   |  |  |  | | --- | --- | --- | | Facebook | Number of posts | Followers | | Linkedin | Number of posts | Followers | | Instagram | Number of posts | Followers | | Twitter | Number of tweets | Followers | | Depliants/Flyers/brochures | Number of designs | Number printed and distributed | | Posters | Number of designs | Number printed and distributed | | Videos | Number created | Total views | | Website | Number of visitors | Total unique visitors | | Events attended | Active participation (yes/no) | If yes, how? (e.g. booth, speech, roundtable) | | Events organised | N. attendees (except consortium) | N. organisations (except consortium) | | Other (please use the same structure) |  |  | |

*Write your answer here*

# Update of the data management plan (if applicable – Art. 29.3 AMGA)

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| **Participant portal Periodic Report Template:**  Include in this section whether the data management plan as described in the DoA needs to be updated and give details. |

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| --- |
| *BBI JU additional guidelines*  If the project has opted in:  Highlight the relevant updates in the Data Management Plan benchmarking it with the previously submitted deliverable.  Ensure that research data generated in the action are deposited in a publicly accessible repository, including associated metadata and (information on) tools and instruments necessary for validating the results.  *More information on Open Access to research data can be found in the Annotated Model Grant Agreement:*  [*http://ec.europa.eu/research/participants/data/ref/h2020/grants\_manual/amga/h2020-amga\_en.pdf#page=243*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf#page=243)  *and here: https://ec.europa.eu/info/funding- tenders/opportunities/portal/screen/support/faq;categories=;programme=null;actions=;keyword=ordH2020*  *More information on how the DMP should be structured can be found in the H2020 FAIR Data Guidelines (*[*http://ec.europa.eu/research/participants/data/ref/h2020/grants\_manual/hi/oa\_pilot/h2020-hi-oa-data-mgt\_en.pdf*](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf) |

*Write your answer here*

# Follow-up of recommendations and comments from previous review(s) (if applicable)

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| --- |
| **Participant portal Periodic Report Template:**  Include in this section the list of recommendations and comments from previous reviews and give information on how they have been followed up. |

|  |
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| *BBI JU additional guidelines*  Indicate which recommendations were not addressed and the reasons why. |

*Write your answer here*

# Deviations from Annex 1 and Annex 2 (if applicable)

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| **Participant portal Periodic Report Template:**  Explain the reasons for deviations from the DoA, the consequences and the proposed corrective actions. |

*Write your answer here*

## 5.1. Tasks

|  |
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| **Participant portal Periodic Report Template:**  Include explanations for tasks not fully implemented, critical objectives not fully achieved and/or not being on schedule. Explain also the impact on other tasks on the available resources and the planning. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task name | Lead beneficiary | Description of the deviation | Impact on planning, resoures and other tasks | Corrective actions |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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## 5.2. Use of resources

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| **Participant portal Periodic Report Template:**  Include explanations on deviations of the use of resources between actual and planned use of resources in Annex 1, especially related to person-months per work package.  Include explanations on transfer of costs categories (if applicable).  Include explanations on adjustments to previous financial statements (if applicable). |

*Write your answer here*

## 5.2.1. Unforeseen subcontracting (if applicable)

|  |
| --- |
| **Participant portal Periodic Report Template:**  Specify in this section:   1. the work (the tasks) performed by a subcontractor which may cover only a limited part of the project; 2. explanation of the circumstances which caused the need for a subcontract, taking into account the specific characteristics of the project; 3. the confirmation that the subcontractor has been selected ensuring the best value for money or, if appropriate, the lowest price and avoiding any conflict of interests. |

*Write your answer here*

## 5.2.2. Unforeseen use of in kind contribution from third party against payment or free of charges (if applicable)

|  |
| --- |
| **Participant portal Periodic Report Template:**  Specify in this section:   1. the identity of the third party; 2. the resources made available by the third party respectively against payment or free of charges 3. explanation of the circumstances which caused the need for using these resources for carrying out the work. |

*Write your answer here*

# BBI JU specific questions on the project’s implementation

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| *BBI JU guidelines*:   * If applicable (depending on the Type of Action) please illustrate the latest updates concerning your project by answering the questions below. * Ensure that your assessment is comprehensive and it includes quantification when appropriate. For applicable questions, please benchmark data with information as presented in the original Grant Agreement. |

**IA projects:**

1. Plant – project and implementation

1. Have all the authorisations/approvals needed for the building of the plant or demo site been obtained at the time of reporting? If not, when do you expect them to be released?

*Write your answer here*

2. In case of delays in obtaining the necessary authorisations, please provide a justification and timeline for the release of the remaining authorizations/approval.

*Write your answer here*

3. Has the plant engineering design been finalized? If yes,

a. What is the (yearly) output capacity of the plant for each product?

b. What is the final production scale?

c. What is the coefficient of production (technical rate of conversion) for each product?

*Write your answer here*

4. Has the DEMO or FLAG plant construction started on field? Please indicate the exact start date [if not applicable, put N/A]

*Write your answer here*

5. In case of an installation/assembly/reconversion of plant units, has the process started?

Please indicate the exact start date. [if not applicable, put N/A]

*Write your answer here*

6. What is the exact location (address) of the plant or demo site? Please complete the following table:

|  |  |
| --- | --- |
| **Country** |  |
| **City** |  |
| **Street** |  |
| **Street number** |  |
| **Postcode** |  |

\*You can replicate the table as many times as required

6a. If the construction/reconversion/assembly has been subcontracted: what are the arrangements with the subcontractor (e.g. starting date, timing, etc.)?

*Write your answer here*

6b. If the construction/reconversion/assembly is managed by Consortium members: How many people are working on it? Please report using persons/month.

*Write your answer here*

7. At what stage is the construction/assembly/installation at the time of reporting?

*Write your answer here*

1. Production – from feedstock to market

1. Have you contracted any feedstock provider?

a. How much feedstock has been secured so far?

b. Do you have an estimation of the feedstock costs/price?

*Write your answer here*

c. Please fill the table below with the available information:

|  |  |
| --- | --- |
| **Origin** |  |
| **Quantity** |  |
| **Destination** |  |
| **Means of transportation** |  |

\*You can replicate the table as many times as required

2. Are any by-product processors or waste treatment facilities involved in the project?   
If so, what is the collaboration model (e.g. contract, MoU)?

*Write your answer here*

3. Have you already contracted any end product client? If so, at what price will the off-taker buy the end product(s)?

*Write your answer here*

4. Are primary producers (farmers, fishermen, etc.) involved in the project? If so,

a. which role are they playing (e.g. feedstock provider, involvement of local stakeholders, etc.)

b. what is the collaboration model (e.g. contract, MoU)?

*Write your answer here*

15. For which purposes will each end product be used for?

a. Will the end product be sold at retail level and/or as a consumer product? Will it be used as an intermediate product to produce another compound?

b. Are you targeting a B2B and/or a B2C business? Are brand owners involved in the market uptake of your bio-based solution?

*Write your answer here*

1. Innovation and Impact

1. Is any IP applied in the project?

a. Is it new IP or has the project obtained access to existing IP?

b. If the latter: how (IP of project beneficiaries, licences,…)?

*Write your answer here*

2. Explain your project’s concrete impact on local, regional and/or EU legislations/regulations (if any)

*Write your answer here*

**RIA projects:**

1. Lab and industrial scale implementation

1. Has an optimized and stable lab scale unit, or unit in the industrially relevant environment been achieved? How many tests have you run so far (for each developed method, if applicable)?

*Write your answer here*

**Note**: Your answer should also provide the targets included in the GA

2. If applicable, how is your project progressing towards a DEMO plant for the developed products/materials/building blocks/etc…?

*Write your answer here*

1. Innovation and Impact

3. Is any IP applied in the project?

a. Is it new IP or has the project obtained access to existing IP?

b. If your project has access to existing IP, how did you obtain the IP (IP of project beneficiaries, licences,…)?

c. If your project uses new IP, How many patents have been submitted at the time of reporting?

*Write your answer here*

4. Has any M.Sc. or Ph.D. thesis been submitted to the relevant academic institutions?

*Write your answer here*

5. How do you plan to make your data accessible and reusable for other projects through the Open Research Data scheme?

*Write your answer here*

6. Explain your project’s concrete impact on local, regional and/or EU legislations/regulations (if any)

*Write your answer here*

**CSA projects: Not Applicable**

1. Beneficiaries that have received Union funding, and that plan to exploit the results generated with such funding primarily in third countries not associated with Horizon 2020, should indicate how the Union funding will benefit Europe's overall competitiveness (reciprocity principle), as set out in the grant agreement. [↑](#footnote-ref-2)
2. See article 16.1 of the Grant Agreement. [↑](#footnote-ref-3)
3. The selection panel must be composed of international experts in the field, at least half of them independent from the beneficiaries, unless otherwise specified in Annex 1. [↑](#footnote-ref-4)
4. A user-project is a proposal for access submitted by a user group to the consortium to be evaluated by the Selection Panel. [↑](#footnote-ref-5)