



Bio-based Industries
Joint Undertaking

Webinar: reporting

29 November 2018

14:00 – 17:00



BBI JU webinar 29 November 2018

INTRODUCTION



What we won't discuss today

- Targeted webinar

- Some questions received beforehand will NOT be discussed today...
- ...but you can already find more information about these elements in the '[FAQ for Coordinators](#)'

Links will open via
pdf version of ppt

- What we won't discuss

- GA amendments (when (not) to submit GA amendments, GA changes 'allowed' by BBI JU,...)
- Project-specific questions (→ ***please contact your PO***)
- Information about next BBI JU Calls, Horizon Europe,...
- Contributions to BIC



What will we discuss?

- Horizon 2020 reporting
 - Continuous reporting
 - Periodic reporting (scientific and financial parts)
 - Reviews vs. (periodic) Assessments
- BBI JU-specific (annual) reporting
 - ‘in kind’, ‘in cash’, additional investments
 - KPIs
- Audits: process & lessons learnt
- Communication guidelines



Translated to the agenda

From	To	Topic	Slides
14:00	14:35	Intro, continuous reporting, periodic reporting (scientific)	2-21
14:35	15:05	Periodic reporting – financial part	22-42
15:05	15:30	Reviews vs. Assessments	43-53
15:30	15:55	BBI JU-specific: in kind, in cash, additional investments	54-61
15:55	16:20	BBI JU KPI Reporting	62-76
16:20	16:45	Audit: process & lessons learned	77-90
16:45	17:10	Communication guidelines	91-105
17:10	17:15	Conclusions & next steps	106-107



Agenda

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14:00	14:35	Intro, continuous reporting, periodic reporting (scientific) + 10' Q&A
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CONTINUOUS REPORTING

11 SyGMa tabs

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation
										

- SyGMa = System for Grant Management
- Continuous reporting
 - 2 tabs that need to be completed on a continuous (monthly) basis: **deliverables** and **milestones**
 - Other 9 tabs: **can** be continuously updated, but 'full' update is 'only' necessary at the time of periodic reporting

Deliverables & milestones




Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation
✓			✓	✓	✓	✓	✓			

- Deliverables & milestones

- List of all deliverables & milestones, incl. their submission or achievements deadlines according to the GA
- If submitted too late: justification necessary in periodic report (section 5: deviation from DoA)
- Please keep your Coordinator (and BBI JU PO) proactively informed via e-mail about delays

‘Other’ 9 tabs




- Continuous update **possible**...
 - E.g. whenever a new scientific publication is published (tab ‘publications’), a patent has been registered (tab ‘patents’),...
- ...but full update **necessary** in order to be able to submit the periodic report
 -  = OK for periodic report (PR) submission
 -  = non-blocking warning (= please check before PR submission)
 -  = blocking warning (= you cannot submit the PR)

Validate


Link continuous - periodic reporting

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation
										

- (Only) when all tabs are 'ready for submission' ( or

Where to find more information?



- Horizon 2020 online manual – [continuous reporting](#), where you'll find more information *per 'SyGMa tab'*:
 - Textual (incl. terminology)
 - IT screen(shot)s via the 'how to' buttons ()
- The BBI JU [FAQ for Coordinators](#), section 2.1.1



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PERIODIC REPORTING - SCIENTIFIC

Periodic reporting – H2020

- Similar to Horizon 2020

BBI JU uses the H2020 [template](#) for periodic reporting, available on the Participant Portal

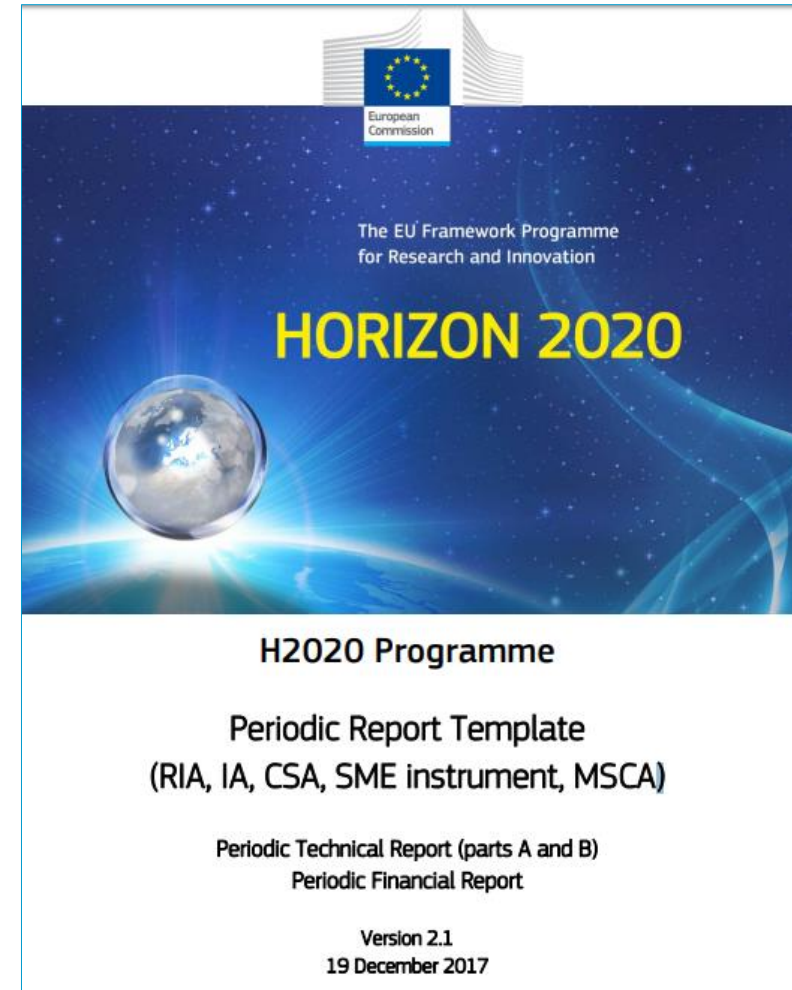
- Periodic report structure

- Periodic *technical* report

- Part A: based on ‘continuous reporting’ info

- Part B: descriptive part

- Periodic *financial* report



Periodic reporting – part A - structure

• Part A: 8-9 headings (Open research data only applicable to some projects)

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation
✓	i	i	✓	✓	✓	✓	✓	!	✗	i

0. Cover page

1. Summary for publication

2. Deliverables

3. Milestones

4. Ethical issues (if applicable)

5. Risks & mitigation actions

6. Dissemination & exploitation (incl. publications, IPR/patents, and innovation)

7. (Impact on SMEs)

8. (Open Research data)

9. Gender

Periodic reporting – part A – tips & tricks

Summary for publication	Deliverables Ethics, DMP, Other Reports	Milestones	Critical Risks	Publications	Disseminat...	Patents (IPR)	Innovation	SME Impact	Gender	ABS Regulation
										

0. Cover page

1. Summary for publication

Focus on a **(broad) target audience**; this text will be published!

2. Deliverables

3. Milestones

i) **Explain / justify delays and modifications** (optional in part A, definitely in part B); give BBI JU enough info to assess DoA changes
ii) Check **dissemination level** of deliverables

4. Ethical issues (if applicable)

5. Risks & mitigation actions

6. Dissemination & exploitation

Use the periodic report as an opportunity to **reassess risks + update the risk & mitigation measures**

7. (Impact on SMEs)

8. (Open Research data)

9. Gender



Periodic reporting – part B - structure

- **General**

- Part B = the “narrative part”
- To be uploaded as a PDF document (\Leftrightarrow Part A: ‘structured’, based on ‘continuous reporting’ data in SyGMA)

- **Content**

- Explanations of the work carried out by the beneficiaries during the reporting period
- Please use structure of Part B Periodic Technical report (5 headings)
 1. Work carried out + overview of progress
 2. Update of exploitation and dissemination plan
 3. Update of data management plan
 4. Follow-up of recommendations and comments from previous review(s)
 5. Deviations from Annex 1 and Annex 2

**"if
appli-
cable"**



Periodic reporting – part B – FAQ (1/2)

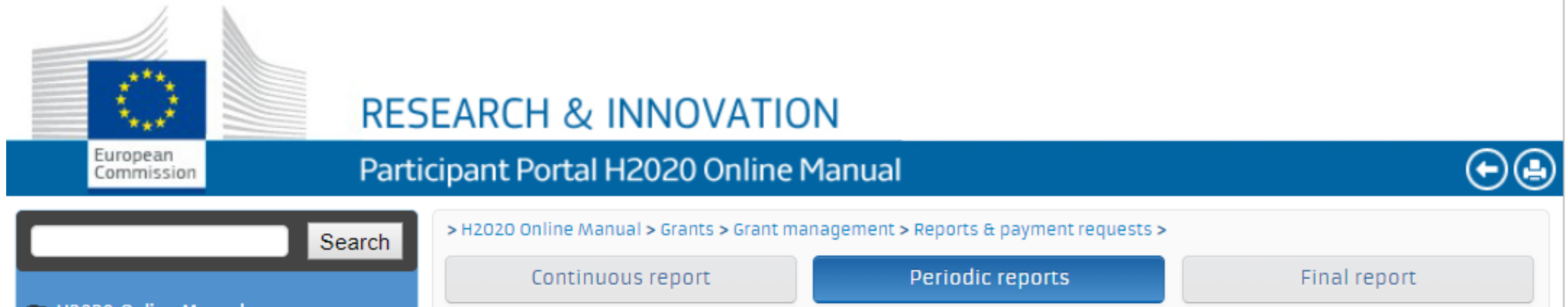
- “Headings 2-5 of part B say ‘if applicable’. What does this mean?”
 - Part B uses a ‘variance’ approach (= how different are the performed activities from the activities described in the DoA?)...
 - ...so focus on clearly describing the **changes** compared to the GA
- “How long should part B of the periodic report be?”
 - No page limits
 - “Report shall be concise and readable. Any duplication should be avoided” → make cross-references where applicable / possible
 - Write for an ‘informed’ target audience → provide enough information so that BBI JU / review experts can assess your work




Periodic reporting – part B – FAQ (2/2)

- “On top of the last periodic report: should I submit a final report?”
 - NO! (\Leftrightarrow FP7)
 - Once the last periodic report has been assessed and approved by BBI JU, a final report will be automatically created (mainly: a publishable summary of the entire project)
- “Where can I find more information about what (not) to write?”
 - BBI JU’s (very) recent [part B template](#) (incl. additional info per heading)
 - ...but also on:...

Where to find more information?



- Horizon 2020 online manual – [periodic reporting](#) and [final report](#), where you'll find:
 - Textual info (incl. terminology)
 - IT screen(shot)s via the 'how to' buttons ()
- The BBI JU [FAQ for Coordinators](#), section 2.1.3-4



Q&A time

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CONTINUOUS REPORTING
PERIODIC REPORTING - SCIENTIFIC



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PERIODIC REPORTING - FINANCIAL



Overview

- Categories of costs
- Personnel costs
- Other direct costs
- Sub-contracting and third parties
- Participants' guarantee fund
- Certificates
- Ineligible costs



Eligible costs (Art. 6 of the GA)

- **Actual costs**

- Incurred by the beneficiary
- During the reporting period
- Indicated in the estimated budget
- Incurred in connection with the action
- Identifiable and verifiable
- Comply with national law
- Reasonable (sound financial management)

Recurrent Mistakes:

- Incurred by affiliate company
- After the end of the RP
- Not indicated in budget
- Not related to the action
- Not verifiable (recorded, documented)
- Does not comply with national law
- Excessive or reckless

Cost categories and forms of cost

FORMS OF COSTS		COST CATEGORIES				
		DIRECT COSTS				INDIRECT COSTS
		Personnel	Subcontracting	Financial support to 3rd parties	Other	
Actual costs	Costs actually incurred, identifiable and verifiable, recorded in the accounts	✓	✓	✓	✓	✗
Unit costs	A fixed amount per unit determined by the Commission	Yes for Average personnel costs, SME owners & natural persons not perceiving a salary	✗	✗	✗	✗
Flat-rate costs	A percentage to be calculated on the eligible costs	✗	✗	✗	✗	✓



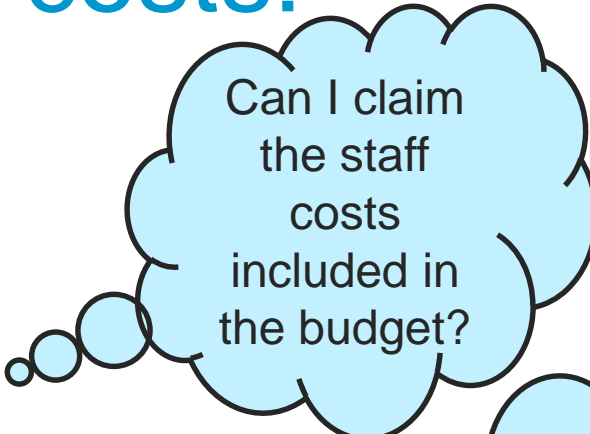
Personnel costs

- Standard case: persons hired by the beneficiary via an employment contract (qualified as such under national law)
- Other cases:
 - Employees of a third party seconded to the beneficiary
 - Natural persons hired directly via a contract other than an employment contract if:
 - They work under hierarchical dependence within the beneficiary structure and (in general) work at the beneficiary's premises
 - The result of the work belongs to the beneficiary
 - The costs are similar than those of an employee of the beneficiary with similar tasks
- Under other goods and services:
 - Contracts with interim companies
 - Natural persons working autonomously (consultants)
 - Natural persons paid for deliverables and not on the basis of working time

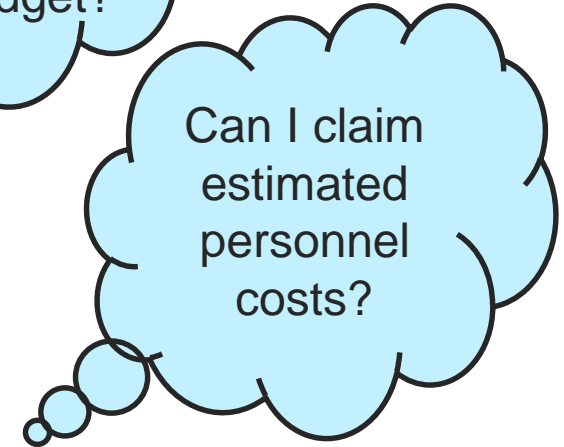
Staff related costs:

- Teleworking: yes
- In kind benefits: yes
- Recruitment costs: no (indirect costs)
- Remuneration of students: yes
- Parental leave: yes
- Costs of public officials: yes
- Supplementary contract: yes if usual practice and authorised by the law

Always if conditions of GA art. 6 are met!

A light blue thought bubble with a black outline and three smaller circles leading to it. It contains the text: "Can I claim the staff costs included in the budget?"

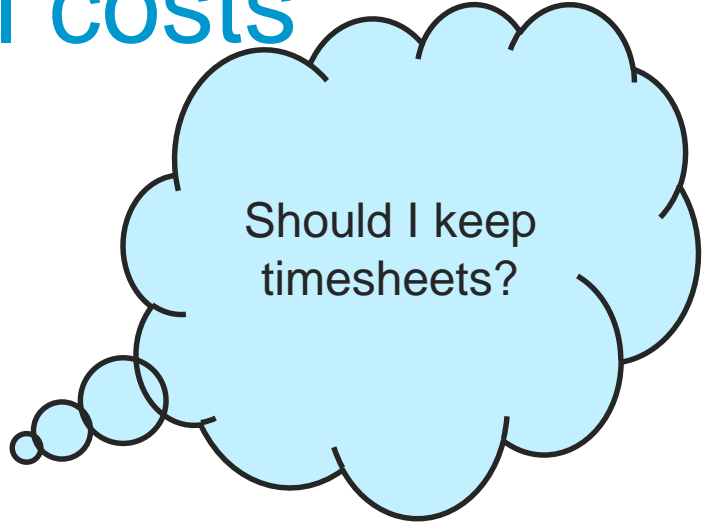
Can I claim the staff costs included in the budget?

A light blue thought bubble with a black outline and three smaller circles leading to it. It contains the text: "Can I claim estimated personnel costs?"

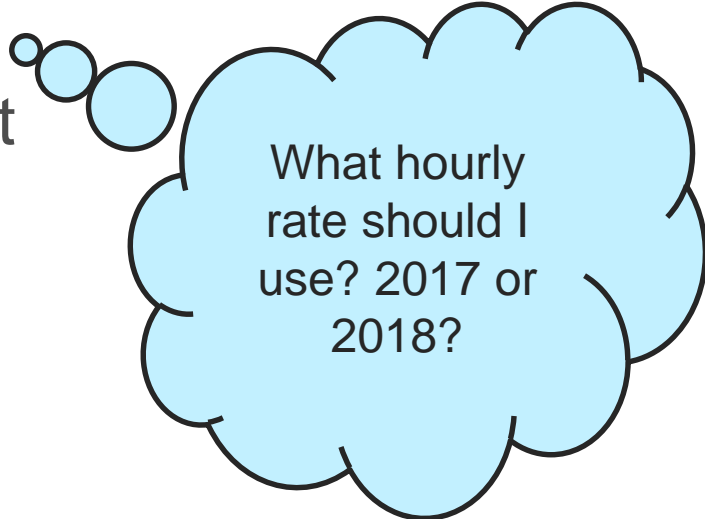
Can I claim estimated personnel costs?

Calculation of personnel costs

- Personnel costs = (hours worked X hourly rate) + additional remuneration (only for non-profit)
- Hourly rate calculated:
 - Actual costs = annual personnel costs/annual productive hours
 - Unit costs = Average personnel costs, as defined in the beneficiaries usual accounting practice (or methodology)
 - Unit cost = defined by the EC for SMEs owners not receiving a salary



Should I keep timesheets?



What hourly rate should I use? 2017 or 2018?

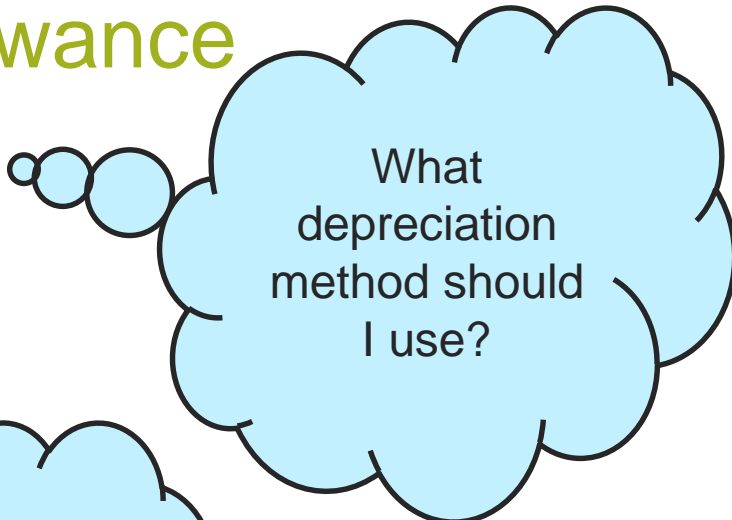


Calculation of personnel costs

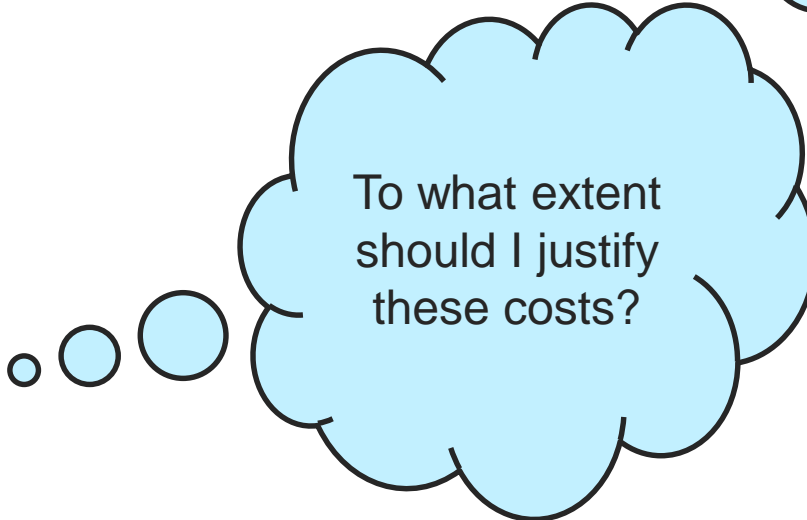
- Annual productive hours:
 - 1720 hours: you must use this option *if the employment contract does not specify the working time conditions* or if the "annual workable hours" cannot be determined
 - Individual annual productive hours: Formula: annual workable hours + overtime - absences
 - Standard annual productive hours: According to the beneficiary's usual accounting practices. Minimum threshold: annual productive hours ≥ 90 % of the standard annual workable hours

Other direct costs

- Travel costs and subsistence allowance
- Equipment costs (depreciation)
- Consumables
- Dissemination costs
- CFS
- Translation costs
- IPR costs
- Others

A light blue thought bubble with a black outline, containing the text 'What depreciation method should I use?'. It has three smaller circles leading to it from the left.


What depreciation method should I use?

A light blue thought bubble with a black outline, containing the text 'To what extent should I justify these costs?'. It has three smaller circles leading to it from the left.

To what extent should I justify these costs?

Other direct costs

- **VAT:**
 - Non deductible VAT is an eligible cost
 - Deductible VAT is not eligible
- **Bank fees:**
 - For transfers from BBI are not eligible costs
 - For transfer from COO to beneficiairies are eligible costs
- **Kick off meeting travel costs are eligible?**
 - Yes, but the meeting has to take place during the project (not before)
- **Lease costs are eligible under other direct costs**

A light blue thought bubble with a black outline, containing text. It has three smaller circles leading to it from the bottom left.

What document
should I keep
for goods and
services?

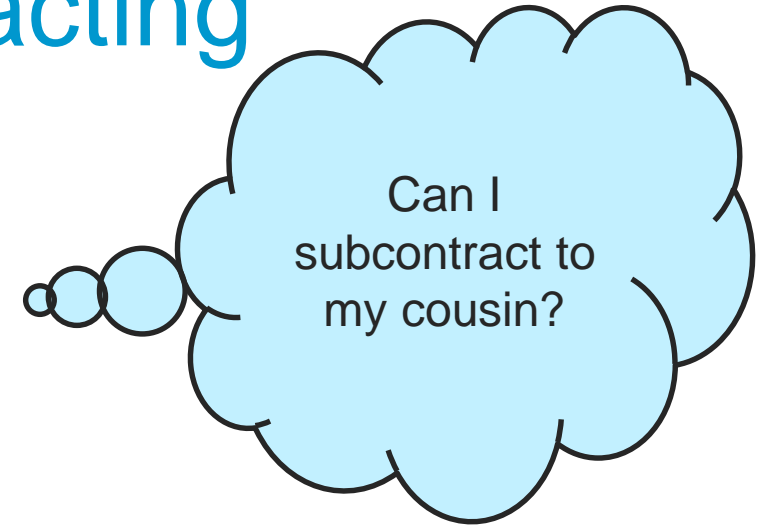


Exchange rate provisions


- If beneficiaries accounts are in €:
 - For purchases in other currencies ⇒ conversion into Euros according to its usual accounting practice
- If beneficiary's accounts are in another currency:
 - Average of the daily exchange rates published in the Official Journal of the EU calculated over the reporting period.
 - <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

H2020 sub-contracting

- Identified in DoA as action task
- If not in DoA, it has to be discussed with BBI
- Based on business conditions
- “Best value for money” (no specific procedure)
- Beneficiary has to keep the documentation
- No supervision of the beneficiary
- Subcontractor has no rights vis-à-vis BBI, but can be audited



Third parties

A light blue thought bubble with a black outline, containing the text 'What are my reporting obligation as 3rd party?'.

What are my reporting obligation as 3rd party?


- What is a third party?
 - A legal entity which carries out work of the action, supplies goods or provide services for the action, but which did not sign the grant agreement
- What types of third parties?
 - Third parties directly carrying out part of the work described in Annex 1 (linked third parties, sub-contactors)
 - Other third parties providing resources, goods or services to the beneficiaries for them to carry out the work described in DoA (contractors, in kind contributors)

Third parties

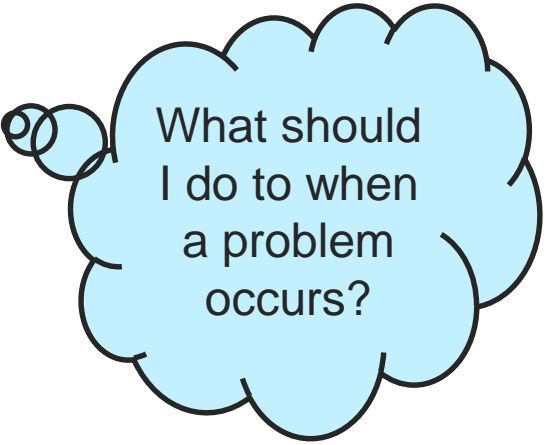
Types of third parties	CHARACTERISTICS						
	Does work of the action	Provides resources or services	What is eligible?	Must be indicated in Annex 1	Indirect costs	Selecting the third party	Articles
Linked third party	YES	NO	Costs	YES	YES	Must be affiliated or have a legal link	Article 14
Subcontractors	YES	NO	Price	YES	NO	Best value for money, avoid conflict of interest	Article 13
Third party providing in-kind contributions	NO	YES	Costs	YES	YES	Not used to circumvent the rules	Articles 11 and 12
Contractors	NO	YES	Price	NO	YES	Best value for money, avoid conflict of interest	Article 10

Participants' guarantee fund

- Aims at covering the financial risks during the implementation of the project.
- Intervenes
 - if a beneficiary does not reimburse any requested amount to the consortium or to the BBI and
 - if the consortium accepts to continue the project at the same conditions without this beneficiary
- An equivalent amount will be transferred to the coordinator to allow for the continuation of the project.
- Intervention not limited to the 5% contribution

A light blue thought bubble with a black outline, containing the text 'What should I do to prevent problems?'.

What should I do to prevent problems?

A light blue thought bubble with a black outline, containing the text 'What should I do to when a problem occurs?'.

What should I do to when a problem occurs?



Certificates and ex post audits

- Certificate on the financial statements: Only for final payments (EU contribution > 325,000€)
- Certificate on the methodology: Optional for average personnel costs (now under unit costs)



Ineligible costs

- Identifiable taxes and duties
- Deductible VAT
- Interest owed
- Provisions for possible future losses/charges
- Exchange losses
- Bank charges (for PF/PP transfer from BBI)
- Excessive or reckless expenditure
- Costs reimbursed in respect of any other EU project
- Others




Tips for beneficiaries

- Do not claim estimated costs, be accurate
- Do not claim budgeted costs
- Claim depreciation of equipment, not full cost
- Use your current accounting practice
- Use your usual recording system for working hours devoted to the project (timesheets always the best way to keep working time!)
- Chase best value for money (subcontracting)
- Justify exceptions (unforeseen subcontracting)
- Always contact your PO to have clarifications

Where to find more information?



- Horizon 2020 online manual – [Grant Management](#), where you'll find more information about e.g.
 - Keeping records, financial reporting, links to the AGA,...
 - IT screen(shot)s via the 'how to' buttons ()
- The BBI JU [FAQ for Coordinators](#), section 2.2



Q&A time

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PERIODIC REPORTING - FINANCIAL



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REVIEWS VS. ASSESSMENTS

Reporting / review / payment cycle

1

- **Period X** (12-18 months)
- Project consortium carries out work as described in DoA
- The coordinator submits **deliverables and milestones** (“continuous reporting”)

2

- **Reporting** (Periodic)
- Coordinator submits report (60 days after end of PX)

3a

- **Review** (OPTIONAL)
- External experts review PX report & deliverables

3b

- **Assessment** of PX by BBI JU
- Q&A, resubmission of updated PX report / deliverables possible

4

- **Payment** (BBI JU pays to the coordinator). The coordinator must distribute the payments between beneficiaries



Purpose of reviews

- To provide additional information for...
 - BBI JU, to assess periodic reports, deliverables & milestones
 - Projects
 - additional input ~ ‘external advisory board’
 - Request from BBI JU to review experts: “put yourself in the position of the coordinator: what type of constructive input would add value?”
- Looking...
 - Back: check progress made during the past period
 - Forward: streamline, (re)focus,...



Frequency of reviews

- Reviews are 'optional'
- After 1st period(ic report)
 - Common practice in Horizon 2020
 - Also used by BBI JU for **ALL** its projects...
 - ...so your project is not 'under surveillance' / at risk because a review has been organised
- Additional reviews?
 - Depending on results of past reviews...
 - ...and submitted deliverables, periodic assessments,...



Review participants

- **Project representatives**
 - Typically coordinator & WP leaders...
 - ...but other relevant representatives are possible
 - Main question: “who can (best) answer questions about activities during past period?”
- **1-3 review experts**
 - External (no link / Col with consortia)
 - Experts in their field (scientific, business,...)
- **BBI JU** (moderation / facilitation / time-keeping)



Review preparation

- Review expert selection (4-6 months before review)
 - Suggestions (with no Col) asked from consortia
 - Experts pre-selected by BBI JU are double-checked with consortia (no commercial Col)
 - Final selection by BBI JU
- Discussion BBI JU – consortium (create agenda & presentation format; 2-3 months before review)
- Selected reviewer(s) write individual review report(s) (after submission of period report)
- Review meeting (see next slide)



Review meetings: 0,5+1+0,5 days

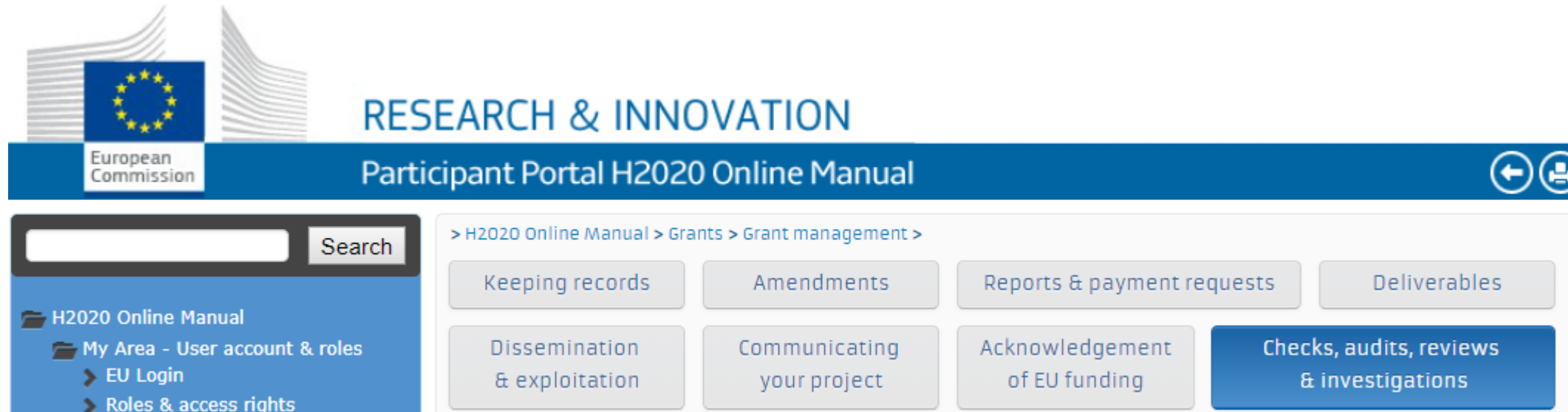
- Day 1 (optional; PM only)
 - BBI JU & reviewers
 - Compare notes / individual reviews, prepare questions
- Day 2 (AM+PM)
 - Project representatives, reviewers & BBI JU
 - Presentations, ask questions, moderate
- Day 3 (optional; AM only)
 - BBI JU & reviewers
 - Prepare draft consolidated review report




Post-review meeting activities

- Consolidated review report
 - Written by the review expert(s)
 - Sent to the consortium
 - Consortium has **30 days** to provide feedback to BBI JU
 - Used by BBI JU as an additional input for the periodic assessment
- Follow-up questions (if any)
 - Will be asked to the consortium by BBI JU
 - Reworked deliverables and/or periodic report might be necessary
- BBI JU assessment is finalised
- Next periodic payment

Where to find more information?



- Horizon 2020 online manual – [checks, audits, reviews](#):
 - Textual info (incl. terminology)
 - IT screen(shot)s via the 'how to' buttons ()
- The BBI JU [FAQ for Coordinators](#), section 3



Q&A time

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REVIEWS VS. ASSESSMENTS



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BBI JU SPECIFIC REPORTING: IN KIND, IN CASH, ADDITIONAL INVESTMENTS



Introduction

1. **In kind contribution toward operational costs (IKOP)** = costs incurred in the implementation of the action not covered by BBI JU contribution (or any other Union contribution)
2. **Financial contributions (a.k.a. in-cash)** = a financial transfer made from beneficiary in a project to another beneficiary in the same project to cover the cost of implementing part of the description of the action. This financial transfer are not reflected in the project budget.
3. **Additional Investments (a.k.a. Additional activities –IKAA)** = costs incurred by beneficiaries (excluding any other EU contribution) implementing activities/investments outside the work plan contributing to the objectives of the BBI initiative.
4. **Valuation and Certification**
 1. Based on eligible cost (=H2020 model) or total costs
 2. Annual estimation(questionnaire)
 3. Certification at the end of the project
 1. (CFS) if based on eligible costs
 2. Certificate by an independent external auditor if based in total costs



Annual IKOP Reporting and Financial contributions

1. Annual Reporting on the estimations on IKOP and financial transfers of the year

1. Until the H2020 IT tools can accommodate this reporting, BBI JU will collect directly this information from the beneficiaries.
2. Excel file to be completed sent to all the Coordinators.

Project Call Id	Project Number	Project Acronym	Participant PIC	Participant Legal Name	Participant Role	Participant LE Country	estimated IKOP from 1/1/18 until 31/12/18	Estimated financial transfers to beneficiaries (in-Cash contributions) made from 1/1/18 until 31/12/18.	Estimated financial transfers from beneficiaries (in-Cash contribution) <u>received</u> from 1/1/18 until 31/12/18.
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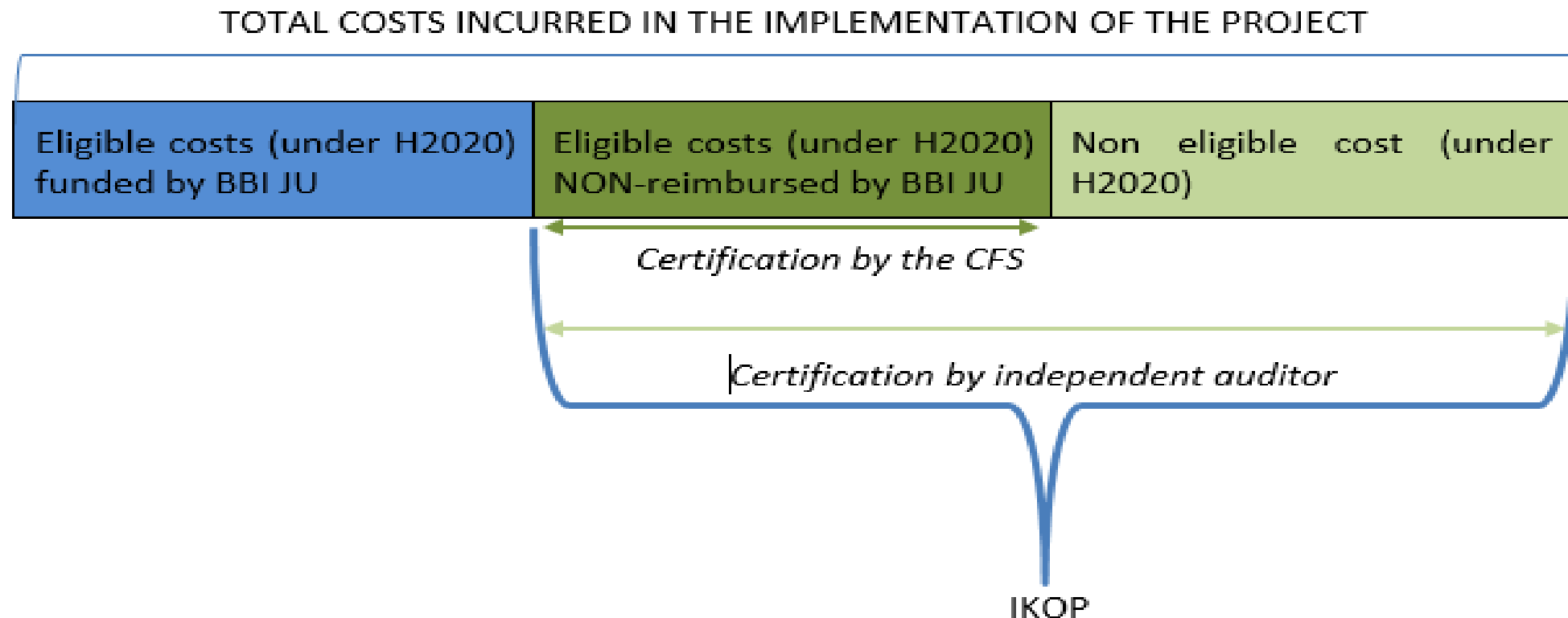
IKAA to be reported trough BIC



IKOP Certification

Two options:

- Based on H2020 eligible costs: IKOP consists only of the non-reimbursed part of the **total eligible H2020 project cost**.
- Based on the **total costs of the project**: IKOP is the difference between the total project cost of the project established according to the usual cost accounting practice of the private member and BBI JU funding.





IKOP CERTIFICATION

Scenarios				
Certificate Type	JU contribution less than 325k IKOP less than 325k	JU contribution less than 325k IKOP more than 325k	JU contribution more than 325k IKOP less than 325k	JU contribution more than 325k IKOP more than 325k
CFS	No	Yes*	Yes	Yes
Certificate by independent auditor	No	Yes	No	Yes

**In this case, a CFS would be required although the threshold of 325K is not reached, since the certified value of the JU contribution is needed for the IKOP certification.*



Where to find more information?



Contact Members Login

Bio-based Industries JU: a €3.7 bil
the EU and the Bio-based In

Home About BBI JU **Participate** Projects New



Participate

PROJECT MANAGEMENT

Participate

Calls for Proposals

Calls for proposals 2014

Annotated Model Gr

Participate

Calls for Proposals

Other Funding of Interest
for BBI

National Contact Points
(NCPs)

BBI JU Partnering Platform

Project management

- The BBI JU [FAQ for Coordinators](#), sections 2.1.2 (annual reporting), 2.2.2 (IKOP), 2.2.3 ('in cash') and 2.3 (IKAA)



Q&A time

BBI JU webinar 29 November 2018

**BBI JU SPECIFIC REPORTING: IN KIND,
IN CASH, ADDITIONAL INVESTMENTS**



Agenda

From	To	Topic
14:00	14:35	Intro, continuous reporting, periodic reporting (scientific) + 10' Q&A
14:35	15:05	Periodic reporting – financial part + 15' Q&A
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15:55	16:20	BBI JU KPI Reporting + 10' Q&A
16:20	16:45	Audit: process & lessons learned + 10' Q&A
16:45	17:10	Communication guidelines + 10' Q&A
17:10	17:15	Conclusions & next steps



BBI JU webinar 29 November 2018

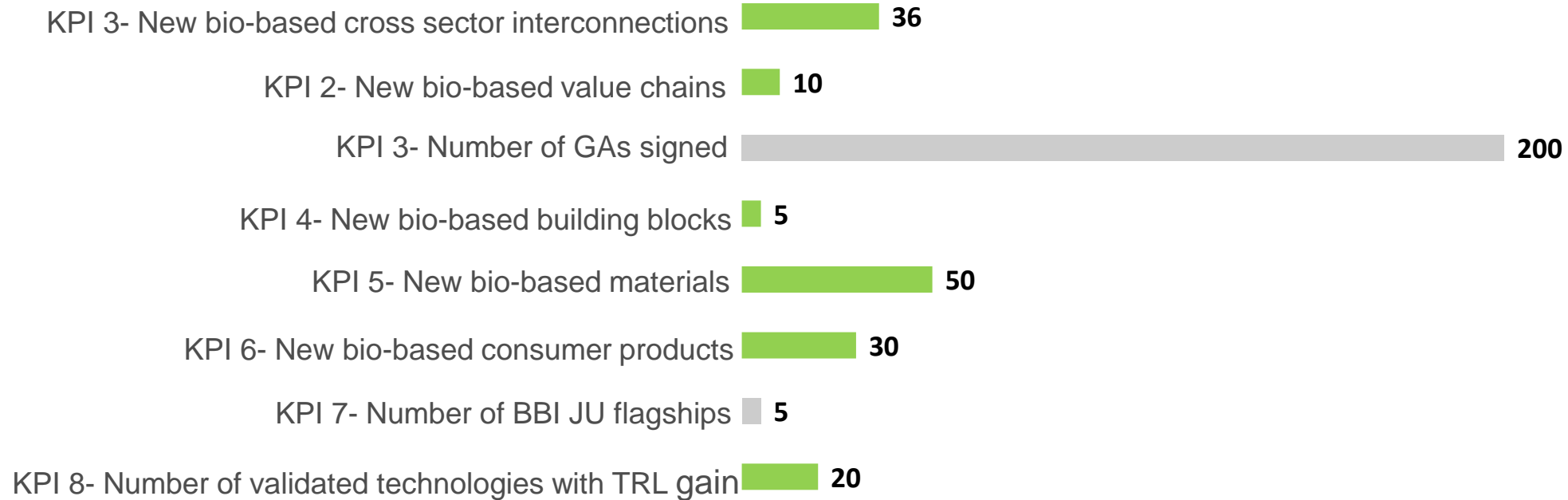
BBI JU KPI REPORTING



BBI JU specific KPIs

The SIRA 2017 establishes 8 KPIs and expected socio-economic and environmental impacts

BBI JU KPIs: targets by 2020



KPIs 1, 2, 4, 5, 6, 8 and expected impacts are measured at a project level

Your inputs are gathered through the KPI & Impact questionnaire



BBI JU KPIs & Impact Questionnaire

The process

- The Questionnaire is sent to coordinators yearly, requesting qualitative and quantitative information on their expected contributions by 2020 or by the end of the project (the earliest date)
 - The individual contributions are analysed and aggregated at programme level
 - An analysis on BBI JU projects contributions to BBI JU KPIs and Impact is published in the Annual Activity Report 2018 (see published [AAR 2017](#))
 - It is essential to have the feedback of all projects to enable a comprehensive and reliable analysis: 70 out of 82 answers so far
- Please send your completed questionnaire ASAP
- Questions are always welcomed at: info@bbi.europa.eu



BBI JU KPIs & Impact Questionnaire

Structure and content

I: General

- Definitions of newness, general info, summary of contributions to KPIs and contribution to SDGs

II: Expected contributions to KPIs

- Quantitative information
- Clear explanation of the nature of novelty of the cross sector interconnection, value chain, material, products...

III: Expected impacts: socio-economic, environmental, others

- Please quantify your impacts whenever possible



BBI JU KPIs & Impact Questionnaire

How to fill it in: KPIs

- Please fill in the spreadsheets related to the KPIs that are relevant to your project.
- **The quantitative KPI information should be completed by qualitative information**, including for each reported new bio-based cross-sector interconnection/value chain/building block/material/ product its description and an explanation **of why it is new**, considering the descriptions of “newness” provided for each KPI and choosing among the **drop-down options**

Example: KPI 1

1. **Number** of new cross-sector interconnection and **descriptions** of each of them

Number of interconnections: <i>Number</i>	New Interconnection 1	New Interconnection 2
Which are the interconnected sectors? <i>For each interconnection, indicate with an "x" the interconnected sectors Use a column for each of the reported interconnections(add more columns if necessary)</i>	<i>Describe interconnection 1 and explain why it is new</i>	<i>Describe interconnection 2 and explain why it is new</i>



BBi JU KPIs & Impact Questionnaire

How to fill it in: KPIs

KPI 1

2. For each of the new cross-sector interconnection, indicate the sectors that are interconnected.

- **Example: Interconnection between forestry and feed:**
Wood is used as a substrate to produce a protein rich feed ingredient, intended to be used in aquaculture in the project

Which are the interconnected sectors? <i>For each interconnection, indicate with an "x" the interconnected sectors Use a column for each of the reported interconnections (add more columns if necessary)</i>	Describe interconnection 1 and explain why it is new
Primary sector and biomass origin	
Agriculture	
Forestry	x
Aquatic & marine	
Organic residues & gaseous side streams (CO2)	
Municipal & industrial organic waste	
Other (indicate the sector, add new rows if applicable)	
Processing	
Food & feed processing	
Paper and pulp	
Aquatic & marine	
Collection, separation and processing of organic waste	
Industrial biotechnology (e.g. enzymatic processes)	
Chemical industry	
Other (indicate the sector, add new rows if applicable)	
End users	
Packaging	
Medical & healthcare	
Personal care & cosmetics	
Home care	
Pharmaceutical	
Food and feed additives	x
Textile	
Automotive	
Construction	
Chemicals	
Equipment producers & designers	
Adhesives	
Coatings	
Electronics	
Biofuels & Bioenergy	
Bioplastics	
Other sectors (indicate the sector, add new rows if applicable)	



BBI JU KPIs & Impact Questionnaire

How to fill it in: KPIs

KPI 1

3. For each new interconnection, select with an “X” its aspects of novelty of the and provide an explanation.

- New sources of biomass (wood) and new markets (fish feed)

In which aspects are the cross-sector interconnections new? (select with an "x")	
Feedstock	
New biomass sources	x
Combining different existing feedstock	
Others (specify):	
Technologies	
New technologies	
Combining different existing technologies	
Others (specify):	
Markets	
New markets/products	x
Combining different existing markets	
Others (specify):	
Supply chain management	
New business models	
Combining existing business models	
Vertical integration along the value chain with suppliers, end users	
Cascading approach	
New eco design (circularity)	
Others (specify):	
Regions	
New or innovative regional interconnections or co-operations	
Others (specify):	
Others new bridges creating cooperation between the different sectors and actors (specify):	



BBI JU KPIs & Impact Questionnaire

How to fill it in: KPIs

KPI 4 & 5 (same format)

KPI 5: New bio-based materials by 2020*		
Description: <u>New bio-based materials</u> developed (TRL3), validated (TRL 4-5) or demonstrated (TRL 6-7-8) with BBI projects. Examples of new bio-based materials are speci that replace fossil-based materials have proven to have an equal or overall better sustainability (by LCA, improved material efficiency, reduced GHG emission, biodegrad new bio-based materials meet a clear market demand and they fulfil all technical requirements, are economically viable and match all relevant sustainability criteria. Number of new building blocks resulting from the BBI projects relates to B2B relationships. Information on B2C relationships linked to this KPI shall be additionally explai		
Number of new bio-based materials: Number	New material 1	New material 2
<i>Provide a short description of each the new bio-based materials</i>	<i>Describe the new bio-based material 1 and explain in which way it is new</i>	<i>Describe the new bio-based material 2 and explain in which way it is new</i>
Nature of novelty. The bio-based material: <i>(select with an "x" only one of the 3 options a), b) or c))</i>		
a) is identical to non-renewable materials and have not (successfully) been made on (pre)commercial scale yet		
b) has better performance than fossil-based counterparts in comparable applications		
c) is a breakthrough material that has no fossil-based counterparts	X	
Aspects in which they are new <i>(select with an "x")</i>		
Feedstock		
Zero fossil-based components		
Reduced share of fossil-based components		
Others (specify):		
Environmental performance (please indicate both positive and negative impacts, if any)		
CO2 emission (e.g. increase or decrease compared to fossil-based alternative)	X	
Utilization and recycling of CO2 from technical processes		
Emission of other greenhouse gas		
Energy consumption		
Water use efficiency		
Land use	X	
Biodiversity		

1. Write the name of building block (KPI4) chemical or material (KPI5) and explain in which way it is new

Use one column for each building block or material

2. Select the nature of novelty

Example: breakthrough material

3. Choose the sub-categories in which the project contributes and brings aspects of novelty.

Example: reduction of CO2 emissions and land use



BBI JU KPIs & Impact Questionnaire

How to fill it in: KPI6

KPI 6- New bio-based consumer products

Questionnaire on KPIs and impacts for running BBI JU projects:

Note (*) All Questions address the expected situation at the end of the project or by 2020 (the earliest date), assuming that the project will be successful

Please fill in the grey cells when applicable.

KPI 6: New demonstrated 'consumer' products based on bio-based chemicals and materials by 2020*. ONLY for DEMOs and FLAGs

Description: **New bio-based products** and applications demonstrated (TRL 6-7-8) with BBI projects. The bio-based intermediate products (materials, building blocks, chemicals) successfully converted into 'consumer applications, automotive, fertilisers, adhesives, etc.). The 'consumer product' will have an overall better sustainability score than its current alternative (by LCA, improved material efficiency, reduced GHG emissions, other improved effects during use or reuse). The bio-based 'consumer products' meet a clear market demand and they fulfil all technical requirements, are economically viable and match all relevant sustainability criteria. **Number of new building blocks** resulting from the BBI projects relates to B2B relationships. Information on B2C relationships linked to this KPI shall be additionally explained, e.g. details on final markets, bio-based products, etc.

Number of new bio-based materials: Number	New product 1	New product 2	New product 3
<i>Provide a short description of each the new consumer products</i>	<i>Describe the new bio-based product 1 and explain in which way it is new</i>	<i>Describe the new bio-based product 2 and explain in which way it is new</i>	<i>Describe the new bio-based product 3 and explain in which way it is new</i>
Aspects in which they are new (select with an "x")			
Feedstock			
Zero fossil-based components			
Reduced share of fossil-based components			
Others (specify):			
Environmental performance (please indicate both positive and negative impacts, if any)			
CO2 emission (e.g. increase or decrease compared to fossil-based alternative)			
Utilization and recycling of CO2 from technical processes			
Emission of other greenhouse gas			
Energy consumption			
Water use efficiency			
Land use			
Biodiversity			
Others (specify):			
Economic performance			
Input costs (e.g. increased or decreased resource/material efficiency)			

1. Write the name of new consumer product and explain in which way it is new
2. Choose the aspects in which they are new

➤ Consumer products reaching TRL 6-7: KPIs targeting IAs

However, RIAs may contribute to the creation of future consumer products: please explain how & why



BBI JU KPIs & Impact Questionnaire

How to fill it in: Expected Impacts

Please provide an explanation and include quantitative info if available.

Socio-economic impact

Example:

New skilled jobs in rural areas:

- 8 direct new jobs through the project
- 60 jobs created per Kg/bioplastic produced

Socio-economic impact			
Please select with an "x" the impacts addressed in your project For the selected aspects Provide an explanation and quantitative estimations, if available	Provide a brief explanation		Indicate quantitative estimates, if relevant and available
Scientific Impact			
Knowledge creation/ scientific breakthrough			
Contribution to KET, eg. Biotechnology			
Increased cooperation across regions and countries			
Scientific community/network building			
Increase academia - industry cooperation			
Markets and impact on industry			
Technology transfer			
Increase competitiveness (European companies, industry)			
Creation of new markets			
Reduce dependence on imports of fossil oil and other resources			
Other (specify)			
New skilled jobs			
in rural regions	X		
in coastal regions			
in the product development and engineering			
Other (specify)			
Growth of incomes of primary producers (farmers, forest owners, etc.)			
Education and society			
Training or education			
Awareness and understanding of bio-based economy in the society			
Gender balance and inclusion			
Other (specify)			
Regional and local impact			
Synergies with regional initiatives			
Mobilization of local resources			
Reutilization of local residues			
Involvement of local associations/ stakeholders			
Valorization of unexploited marginal land			
Reindustrialization or reconversion			
Colaboration with local administration			
Support the regional development by diversifying the local economy			
Other (specify)			



BBI JU KPIs & Impact Questionnaire

How to fill it in: Expected Impacts

Environmental impact

Example:

- Reduction of CO2 emissions up to 4,290 tons CO2 eq/y (LCA preliminary data)
- Reduction of AHP waste avoiding landfilling and incineration: up to 10,000 tons/y

Enviromental impact	Provide a brief explanation for th		Indicate quantitative estimates, if relevant
Bio-based products with lower GHG emissions versus fossil-based alternatives	X		
Utilization and recycling of CO2 from technical processes			
Reduction of other greenhouse gas emissions			
Reduced energy consumption			
Water use efficiency			
Improved land use			
Waste reduction, reuse, recycling or valorization	X		
Sustainable management of natural resources (e.g. forest management)			
Biodiversity			
Others (specify):			

Health and safety

Example:

Production of bio-based solvents with lower toxicity, avoidance of hazardous catalysts or processes

Health & safety	Provide a brief explanation for the selected elements		Indicate quantitative estimates, if relevant and available
Safer processes		X	
Healthier products		X	
Other (specify)			



Takeaway messages

- Read carefully the definitions of KPIs and “newness”
- Complete the Questionnaire 2018 for the relevant KPIs and expected Impact
- For each new bio-based interconnection/value chain/ product ... include clear explanations on why (functionalities, env. Performance...) they are new
- Add quantitative estimates whenever available (LCA, economic performance analysis...)
- Contact us for any question at info@bbi.europa.eu
- If you haven't done it yet, please send the completed questionnaire as soon as possible and no later than **3rd December**
- With your inputs you are greatly contributing to a comprehensive, reliable monitoring and better understanding of BBi JU programme. Thank you!



Where to find more information?



Contact Members Login

Bio-based Industries JU: a €3.7 bil
the EU and the Bio-based In

Home About BBI JU **Participate** Projects New



Participate

Participate

Calls for Proposals

Calls for proposals 2014

PROJECT MANAGEMENT

Annotated Model Gr

Participate

Calls for Proposals

Other Funding of Interest
for BBI

National Contact Points
(NCPs)

BBI JU Partnering Platform

Project management

- The BBI JU [FAQ for Coordinators](#), section 2.1.2 (annual reporting), incl. a link to the 2018 'how to complete the questionnaire' guidelines



Q&A time

BBI JU webinar 29 November 2018

BBI JU KPI REPORTING



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BBI JU webinar 29 November 2018

AUDITS



Agenda

- The audit process:
 - legal basis
 - objective(s) and the scope
 - Actors
 - main audit steps
 - main advices
 - consequences of audit findings
 - redress provisions
 - additional information
- Q&A



The audit process: legal basis

- Legal Basis:

- Art. 29 of the H2020 Regulation: principles of control and audit
- Art. 22 of the Grant Agreement (GA) in particular paragraphs about the financial audits and extension of findings

Paragraphs of art 22 not covered in this presentation:

- Checks, reviews
- Investigations by the European Anti-Fraud Office (OLAF)
- Checks and audits by the European Court of Auditors (ECA)



The audit process: objective(s) and scope

- **Objective(s):**
 - Assessing the legality and regularity of project payments;
 - Building block of assurance on BBI JU expenditure.
- **Scope:**
 - the financial implementation of the action(s) (as reported, validated and paid);
 - but also technical aspects or compliance with other GA obligations:
 - e.g Art. 29.4 display the JU, EU and BIC emblems and information on funding
 - Typically up to 3 different participations (i.e. projects - one or more EU entities)

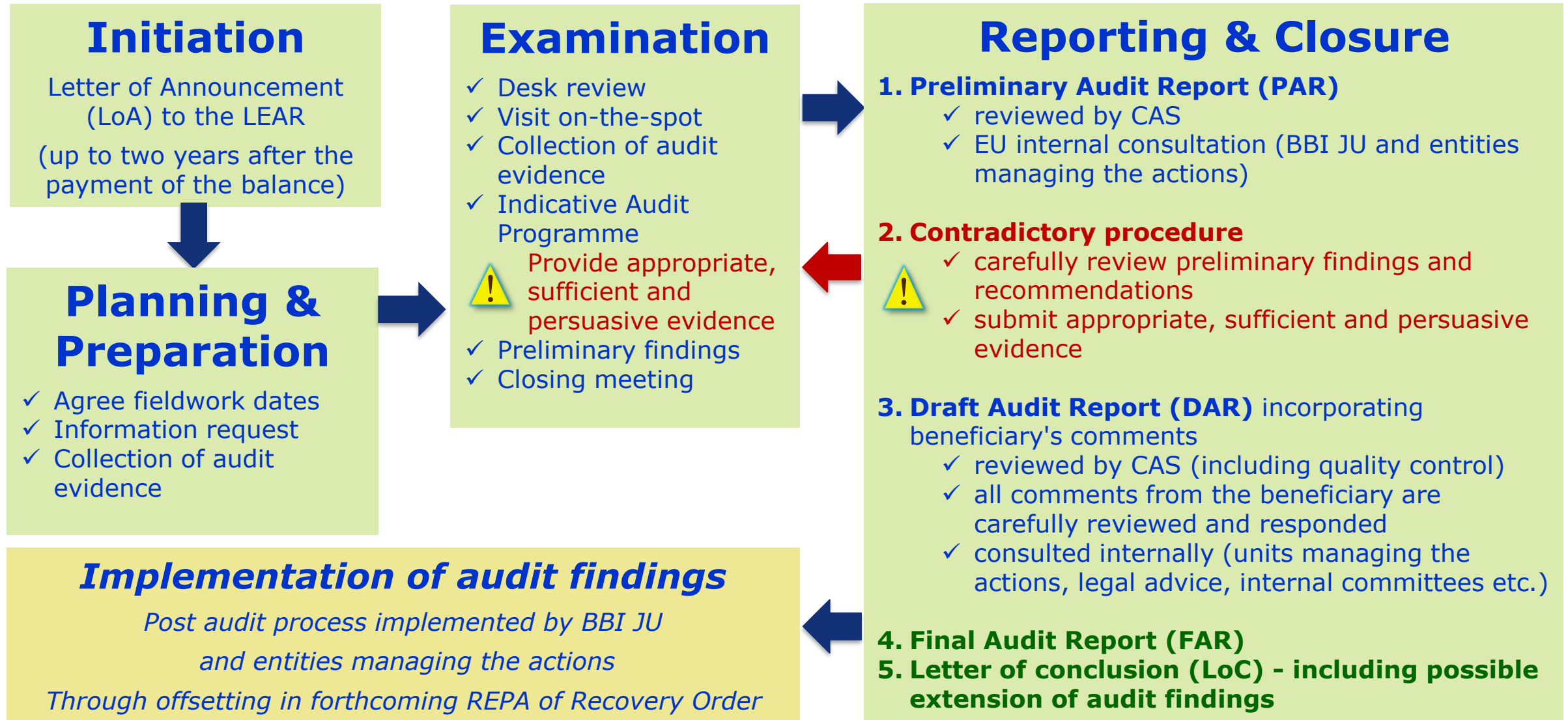


The audit process – the actors

- **Common Audit Service (CAS):**
 - Is part of the Horizon 2020 Common Support Service of the EC.
 - Performs audits with its own staff or through appointed External Audit Firms (EAF): KPMG, PWC, and Moore Stephens.
 - Ensures equality of treatment, consistency and legal certainty
- **The beneficiaries of EU funding:**
 - Are required to provide any information to verify compliance with the GA (Art. 22.1.3)
 - Must allow access to their sites and premises and must ensure that information requested is readily available, accurate, complete and in the requested format.
- **BBI JU and other EU entities implementing Horizon 2020:**
 - Are individually responsible for the correctness of their EU budget expenditure and for the implementation of the audit results.

The audit process: main audit steps

Cooperation is critical during all stages of the audit process





The audit process: main advices (1/2)

- **Initiation:**
 - **Check information and instructions in the LoA (NB Art 22.1.3 GA)**
- **Planning & Preparation:**
 - **Agree on the earliest possible dates for the audit fieldwork**
 - **Facilitate desk review and prepare for the audit fieldwork**
 - > organized documentation with complete information, clarifications (IAP), arrangements for the fieldwork.
- **Examination**
 - **Seek for support in the Indicative Audit Programme**
 - **Ensure enough time to discuss with the auditor**
 - **Persevere in doubts, be resilient in defending rights and disagreements**



The audit process: main advices (2/2)

- **Reporting & Closure:**
 - Discuss 1st with the auditor the information not reported in the PAR
 - Comment with agreement AND disagreement on ALL findings and recommendations
 - Check the IAP, provide missing documents, request additional clarification
 - If needed, agree for a (reasonably justified) extension of the contradictory procedure
 - Start discussing systemic findings with the auditor
- **Implementation of audit findings:**
 - Check changes to the report and detailed explanations on unchanged positions
 - Check information and instructions about possible extension of audit findings
 - Do not implement adjustments yourselves through complementary cost statements



The audit process: consequences of audit findings (1/2)

- **Identified errors might lead to:**
 - **Rejection of ineligible costs (Art. 42), reduction of the grant (Art. 43);**
 - **Recovery of the undue amount and extension of audit findings (Art. 44)**
 - **Suspension of payments (Art 48) and/or of the project (Art 49)**
 - **Termination of the grant (Art 55)**
 - **Request to amend Annex 1 (Art. 55)**
 - **OLAF investigations for suspicion of fraud**



The audit process: consequences of audit findings (2/2)

- **Extension of audit findings :**
 - **systemic or recurrent and material (2%);**
 - **may be extended to the non-audited periods/projects (2 years after payment of the balance);**
 - **Scope for implementation (a) listed in the LoC with proposed correction methods (b) and correction rate (c);**
 - **90 days for the beneficiary to confirm/propose changes (to a,b,c) and, if relevant, submit revised financial statements;**
 - **CAS will check the reply and coordinate the implementation by the relevant EU entities;**
 - **In case of no reply: implementation as proposed in LoC with a flat rate**



The audit process: redress provisions

- **The Final Audit Report and the Letter of Conclusion are final:**
 - Findings and observations shall be crystallized in the report;
 - The LoC does not express a final position on the financial impact of the findings and cannot be brought to Court.
- **The implementation of the audit findings will still allow you to provide observations:**
 - In the cases and processes detailed under chapter 6 of the GA;
 - Limited to the implementation method and to the contractual obligations.
- **If you consider that the EU is acting in breach of its contractual obligations:**
 - You can bring an action under Art. 272 of the Treaty on the Functioning of the EU before the General Court of Justice of the EU.



The audit process: additional information

Funding & Tenders Portal (named Participant Portal until 30/11/2018):

- Horizon 2020 Annotated Grant Agreement (AGA)
- Horizon 2020 On-line Manual - Checks, audits, reviews & investigations
- Indicative Audit Programme

General questions on the audit process?

- Research Enquiry Service



Q&A time

BBI JU webinar 29 November 2018

AUDITS



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BBI JU webinar 29 November 2018

COMMUNICATION GUIDELINES



Communicating your project

The beneficiaries **must promote the action and its results**, by providing targeted information to **multiple audiences** (including the media and the public), in a **strategic and effective manner** and possibly engaging in a two-way exchange.

To learn more about communication and promoting the action, please read [Article 29 and 38 of the Annotated Model Grant Agreement](#).



What does communication involve?

A **comprehensive communication plan** should define clear objectives (adapted to various relevant target audiences) and set out a **description and timing for each activity**.

- Ensure good management
- Define your goals and objectives
- Pick your audience
- Choose your message
- Use the right medium and means
- Evaluate your efforts



Dissemination & Communication (1/2)

Dissemination

“Unless it goes against their legitimate interests, each beneficiary must — as soon as possible — **‘disseminate’ its results by disclosing** them to the public by appropriate means”

Communication

“The beneficiaries must **promote the action** and its results, by providing **targeted information** to multiple audiences in a **strategic and effective** manner”

- Dissemination of results cannot replace communication activities (or vice-versa).
- Communication actions should **always mention the involvement and role of BBI JU** in the project (e.g. in press releases and press articles, in communication material such as leaflets, brochures, videos, etc., during events, etc.)



Dissemination & Communication (2/2)

Dissemination is often aimed at peers, e.g. other researchers working in the area of the proposed project, while **communication** is aimed at promoting the project to e.g. non-specialists, including stakeholders whose interest is in potential application of the results.

In principle, some **dissemination activities** (e.g. presenting project results during scientific conferences, business and brokerage events, stakeholder forums, etc.) could also be seen as a relevant **communication activity**, as they promote the project to a relevant, targeted audience (in this case: fellow scientists). However, every project has other relevant target groups, and thus different communication activities.



Guidelines for Communication

All communication activities and products of BBI JU projects (articles, project websites, presentations, flyers, press releases, videos, etc.), must include:

- The **BBI JU logo** in its entire and original form
- The **EU emblem with text referring to the link to Horizon 2020 funding***
- The **BIC logo**
- The **involvement and role of BBI JU in the project**

**(Please see following slides.)*



BBI JU, EU and BIC logos & emblems

- **Any dissemination of the project must include the following logos and emblems** (the BBI JU should be the most prominent logo in terms of size, the minimum height of the EU emblem shall be 1 cm).





Information on acknowledgement of funding (1/2)

Project-related communication and dissemination materials of all types must always mention the funding received from the BBI JU programme through Horizon 2020. This includes materials produced by participants which relate to the project.

For communication activities:

*“This project has received funding from the Bio Based Industries Joint Undertaking under the European Union’s Horizon 2020 research and innovation programme under grant agreement No XXXXXX”.]**

- Article 38.3 of the GA clarifies that if a beneficiary breaches any of its obligations on its communication activities the grant may be reduced!

**This phrase can be translated in all the official languages of the European Union.
The official translation is available [here](#).*



Information on acknowledgement of funding (2/2)

The most effective way to acknowledge the funding from Horizon 2020 is using stickers placed so they are clearly visible with the text below:

For infrastructures, equipment and major results:

*“This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the Bio Based Industries Joint Undertaking under the European Union’s Horizon 2020 research and innovation programme under grant agreement No XXXXXX”.**

- Article 38.3 of the GA clarifies that if a beneficiary breaches any of its obligations on its communication activities the grant may be reduced!

**This phrase can be translated in all the official languages of the European Union.
The official translation is available [here](#).*



Communicating via Social Media

Social Media has become essential and should be used strategically and regularly in order to **promote project activities and/or results**. Possible channels are, for example:

- Twitter
- YouTube
- LinkedIn
- Facebook
- etc.

BBI JU is present on all of the mentioned platforms. Please **tag or mention BBI JU** whenever you communicate about your project via these channels (especially Twitter):

- **BBI JU Twitter handle:** @BBI2020
- **BBI JU LinkedIn:** Bio-based Industries Joint Undertaking
- **BBI JU YouTube:** BioBasedIndustriesJU



Communication with BBI JU

Please collaborate with the BBI JU Communications team by sharing:

- Your articles, publications, press releases, etc.
- The .jpeg and .eps logo file for the project in low & high resolution
- Details of conferences, exhibitions, etc.
- Any digital assets linked to project (leaflets, flyers, posters)
- Any disclosable product samples resulting from the project
- News from the projects for the BBI Newsletter
- Any other relevant communications materials
- Contact us: communications@bbi.europa.eu (please keep your PO in copy of the correspondence with the Communications team)



Useful sources

- [BBI JU Project management page](#)
- [H2020 Online Manual](#)
- [IPR Helpdesk](#)
- [Brochure “Making the Most of Your H2020 Project”](#)
- [Fact Sheet “The Plan for the Exploitation and Dissemination of Results in Horizon 2020”](#)
- [Communicating EU research and innovation guidance for project participants](#)
- [Article 29 and 38 of the Annotated Model Grant Agreement](#)
- [Information about the use of the EU emblem](#)



Q&A time

BBI JU webinar 29 November 2018

COMMUNICATION GUIDELINES



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BBI JU webinar 29 November 2018

CONCLUSIONS & NEXT STEPS




Next steps


- **Additional questions?**
 - General Qs: please e-mail info@bbi.europa.eu
 - Project-specific Qs: contact your PO
 - ***Always via your COO***
- **Webinar will be made available**
 - On <https://www.bbi-europe.eu/participate/project-management>
 - Recorded version + Presentations in pdf format (incl. hyperlinks)
- **Updated 'FAQ for Coordinators', based on the webinar Q&A**
- **BBI JU request: update 9 'continuous reporting' SyGMa tabs**
 - Request to be sent via e-mail next week
 - Data until 31 Dec 2018 => up-to-date input for BBI JU's 2018 Annual Activity Report




Thank you!


Contact us

 info@bbi.europa.eu

 www.bbi-europe.eu

Follow us

 Bio-based Industries Joint Undertaking

 @BBI2020