ARTEMIS Project Coordinator's Info Day 2011

Project Reporting and Monitoring

December 14th 2011

Advanced Research & Technology for Embedded Intelligence and Systems

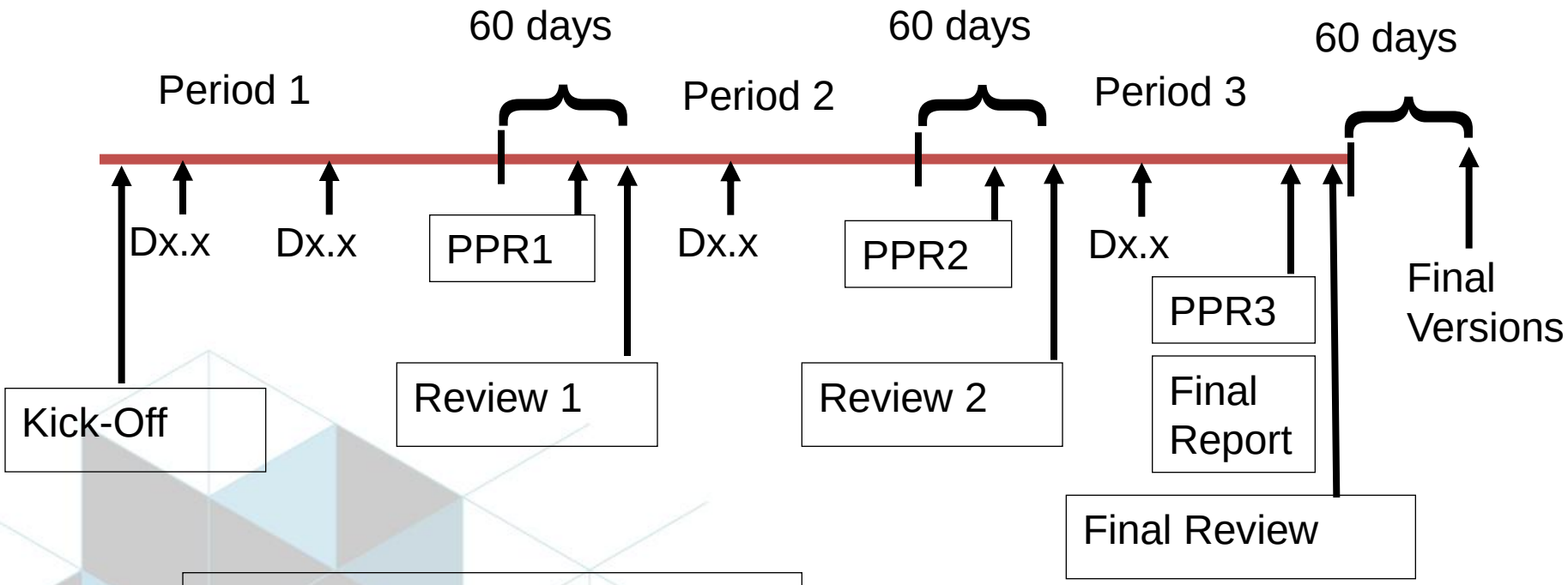
Project Reporting and Monitoring

- Single technical monitoring process at JU level
  - Technical reporting is responsibility of the coordinator
  - JU technical review report as a basis for the acceptance of costs
- Starting Date and Reporting periods
  - As defined in the JU Grant Agreement

Project Reporting and Monitoring

- Guidance Notes on Project Reporting (on ARTEMIS-JU website)
  - Document ED-20-09
    - Includes template for Periodic and Final report
- For ARTEMIS Member States, financial reporting is done directly by partners to NFA's

Typical Project Timeline



D: Deliverable

PPR: Project Periodic Report

Project Reporting

- Deliverables according to timetable in Technical Annex
  - PDF by email or collaborative webspace, ftp, …
  - Paper copy sent to JU for registration
    - JU confirms reception
  - Acceptance of deliverables is decided at time of review
- Project Periodic Reports
  - Full reports due within 60 days after end of each reporting period
    - Preferably after 45 days + technical review in 15 days
    - At least annual
    - Signed by the coordinator
- Intermediate reports
  - To be agreed with the JU on a case by case

Project Technical Review

- Initiated by JU Programme Officer
  - Date and venue confirmed by official invitation
- Normally assisted by external reviewers
  - Selection in agreement with the consortium (to avoid conflict of interest)
- NFA's may propose observers
- "Guidance for Project Technical Review" ED 21-09
- Documents sent by coordinator to the reviewers (after confirmation by PO that they have signed the Appointment Letter):
  - Technical Annex (latest version)
  - Deliverables of the reporting period
  - Periodic report (to be delivered at least 2 weeks in advance)
- Reviewers make a review report
  - report is sent to the coordinator and NFA's

Typical Review Agenda

- (Pre-meeting PO + reviewers ~ 15m)
- Welcome and introduction of the project
  - General objectives
- Introduction of each partner (1st review only)
  - Specific objectives
- Presentations per WP
  - Achievements, difficulties, delays and their impact
  - Status of effort and costs
  - Work planned for the next period
  - Q&A

Review Agenda and Report

- At the end, PO + reviewers meet separately
- Formulation of preliminary conclusions:
  - Possible recommendations
  - Acceptance/rejection of deliverables
- Full review report sent within 2 months
  - To coordinator and to NFA's involved

- At least WP-leaders should be present at the meeting

Structure of PPR (ED 20-09)

- Declaration signed by project coordinator.
- Publishable summary
  - Sufficient quality to enable direct publication (max. 4 pages)
- Project objectives for the period
- Work progress and achievements during the period
  - Per WP (except management)
  - Per beneficiary, grouped by country
- Deliverables and Milestones tables (cumulative from start of project)
- Project management
- Explanation on the use of resources
  - Table 3 (person-months)
    - Actual vs. planned for the reporting period
    - Actual vs. planned cumulative (reporting + previous periods)
  - Table 4 (costs) – 1 table per partner

Project Final Review

- Project Final Review can be scheduled during the last month of the project, to allow some time for revision
- Project Final Report
  - Final publishable summary report (stand alone document)
  - Use and dissemination of foreground
    - Section A (public): dissemination
    - Section B (confidential): plans for exploitation
  - Report on Societal Implications

Thank you for your attention!

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