

## H2020 Periodic report



**Isabel Pinto Seppä, Principal Scientist**  
**November 2016**

# Contents

- Reporting targets and mind-set
- Where to report the technical progress: portal and separate document (Part-B).
- What and how to report – usefull tips and examples

## European Commission

Coordinator reporting to the EC in order to show project progress according with the contract (Grant Agreement)

## Project Coordination

Support for the coordinator presentation in the review  
Support for consortium leadership and management.



## Project Review

Support for evaluators and PO to follow the project => Keep it simple!

**The report is the responsibility of the project coordinator.** WP leaders and/or technical coordinator (if different from Administrative coordinator) should support with contents input but the final editing and review should be done by the coordinator.

Grant Management

Project Periodic Report

636725 (EEBERS)
CSA

Publishable Summary
Report Core
Deliverables
Milestones
Critical Risks
Publications
Patents (IPR)
Gender

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION
HORIZON 2020

Period No: 1
Duration (months): 12
Reporting Period : [01 Feb 2015 - 31 Jan 2016]

Summary for publication

SAVE

Summary of the context and overall objectives of the project

The technical report is divided into direct input into the portal and part-B (similar with FP7)

Part-B can be prepared before the period ends while the portal opens only after the period ends => many contents from part-B can be used for the portal fields.

Project Number: 636725  
Project Acronym: EEBERS  
Project title: EEB ICT ClustERS

Periodic Technical Report  
Part B

Part B – PDF to be uploaded

Period covered by the report: from 01/02/2015 to 31/01/2016  
Periodic report: 1

| Number | Attachment                                     | Actions          | Template |
|--------|--|------------------|----------|
| 1      | Explanation of the work - Overview of progress | No file selected |          |

536725 (EEBERS)
CSA



Period No: 1
Duration (months): 12
Reporting Period : [01 Feb 2015 - 31 Jan 2016]

Publishable Summary
Report Core
Deliverables
Milestones
Critical Risks
Publications
Patents (IPR)
Gender












## Summary for publication

 SAVE

### Summary of the context and overall objectives of the project

#### Work performed from the beginning of the project to the end of the period covered by the report and main results achieved so far

#### Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the project so far)










***Do dedicate extra time in clearly explaining all the impacts your project can create.***

#### Address (URL) of the project's public website

#### Images attached to the Summary for publication


| Image Name | Image Description | Actions |
|------------|-------------------|---------|
|------------|-------------------|---------|



|   |  |  |   |   |   |   |  |   |   |
|---|--|--|---|---|---|---|--|---|---|
| 636725 (EEBERS) CSA<br><br>Period No: 1 Duration (months): 12<br>Reporting Period : [01 Feb 2015 - 31 Jan 2016] | Publishable Summary<br> | Report Core<br> | Deliverables<br> | Milestones<br> | Critical Risks<br> | Publications<br> | Patents (IPR)<br> | Gender<br> |  |
|---|--|--|---|---|---|---|--|---|---|

## Publications

 **SAVE**
☐ This project does not currently have any scientific publication










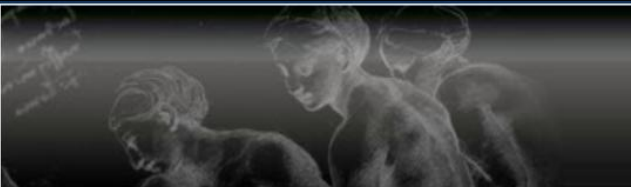
Suggested publications from OpenAIRE (0 publications) 

No publication has been added for this project yet

Project publications (0 publications) 

No publication has been added for this project yet

 [Manually add publication](#)

|   |  |  |   |   |   |   |  |   |  |
|---|--|--|---|---|---|---|--|---|--|
| 636725 (EEBERS) CSA<br><br>Period No: 1 Duration (months): 12<br>Reporting Period : [01 Feb 2015 - 31 Jan 2016] | Publishable Summary<br> | Report Core<br> | Deliverables<br> | Milestones<br> | Critical Risks<br> | Publications<br> | Patents (IPR)<br> | Gender<br> |  |
|---|--|--|---|---|---|---|--|---|--|

## Patents (IPR)

 **SAVE**
☐ This project does not have any Registered Intellectual Property Right yet

 Important! If a filed application is rejected by the IPR authority during the course of the EU funded action (the project's duration) then you must remove the concerned item from the IPR list

There are no Intellectual Property Right registered.

 [Add IPR](#)



Project<sup>1</sup> Number: 636725  
Project Acronym: EEBERS  
Project title: EEB ICT ClustERS

Periodic Technical Report  
Part B

Period covered by the report: from 01/02/2015 to 31/01/2016  
Periodic report: 1<sup>st</sup>

<sup>1</sup> The term 'project' used in this template equates to an 'action' in certain other Horizon 2020 documents

# Part B

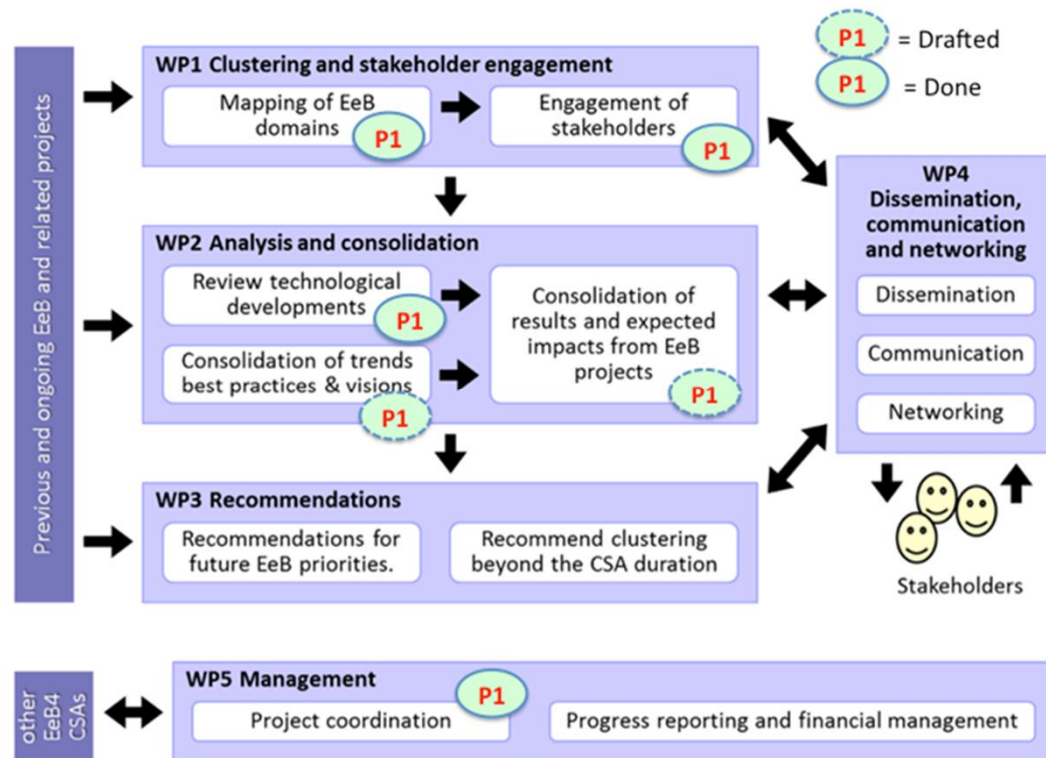


## Table of contents

|  |    |
|--|----|
| summary and purpose .....  | 4  |
| 1. Explanation of the work carried out by the beneficiaries and Overview of the progress .....                         | 2  |
| 1.1 Objectives .....   | 5  |
| 1.2 Explanation of the work carried per WP .....   | 6  |
| 1.2.1 Work Package 1: Clustering and stakeholder engagement .....  | 6  |
| 1.2.2 Work package 2: Analysis and consolidation .....   | 9  |
| 1.2.3 Work package3: Recommendations .....   | 14 |
| 1.2.4 Work package 4: Dissemination, communication and networking .....  | 14 |
| 1.2.5 Work package 5: Management .....   | 18 |
| 1.3 Impact.....  | 20 |
| 1.4 Infrastructures (not applicable) .....   | 21 |
| 2. Update of the plan for exploitation and dissemination of result .....   | 22 |
| 3. Update the data management plan (not applicable) .....  | 23 |
| 4. Follow-up of recommendations and comments from previous review(s) (not applicable) .....                            | 24 |
| 5. Deviations from Annex 1 .....   | 25 |
| 5.1 Tasks.....   | 25 |
| 5.2 Use of resources.....  | 25 |
| 5.2.1 Unforeseen subcontracting (not applicable).....  | 26 |
| 5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (not applicable)..... | 26 |

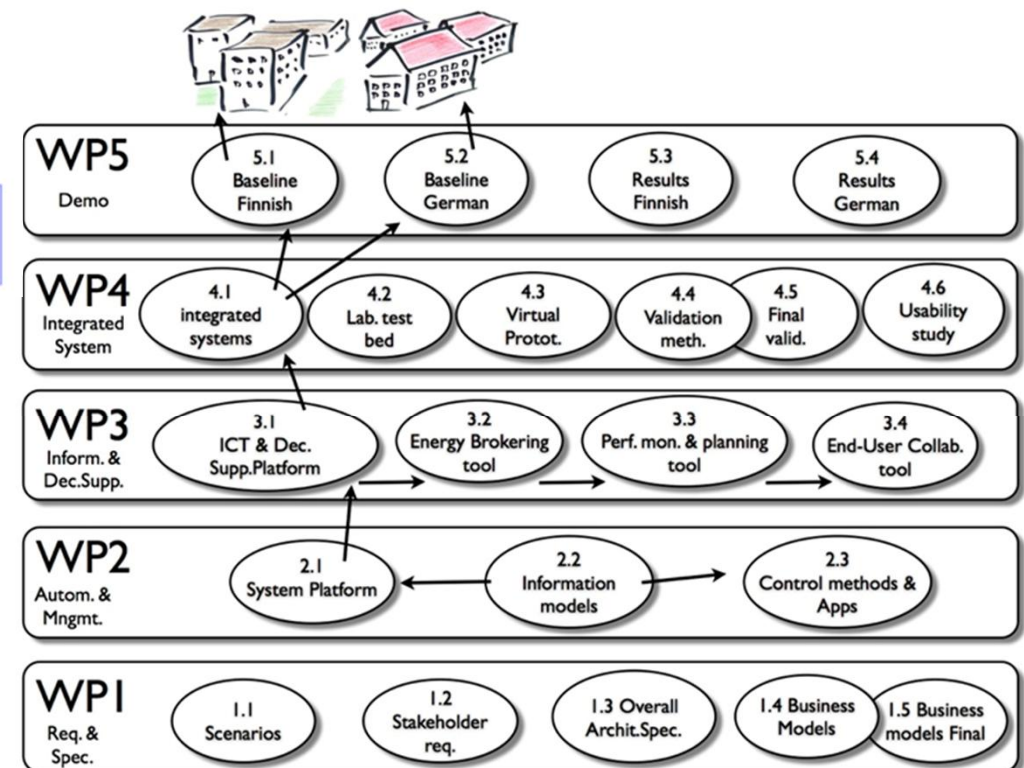
This document contains a draft version of the First Period progress report, Part-B. The full report will be submitted to the EC within 60 days after the end of the first period.

# 1. EXPLANATION OF THE WORK CARRIED OUT BY THE BENEFICIARIES AND OVERVIEW OF THE PROGRESS



Keep it simple!

Show the interdependencies between the several reports (deliverables) in a simple way so the reviewers understand the role of each result in the project impact





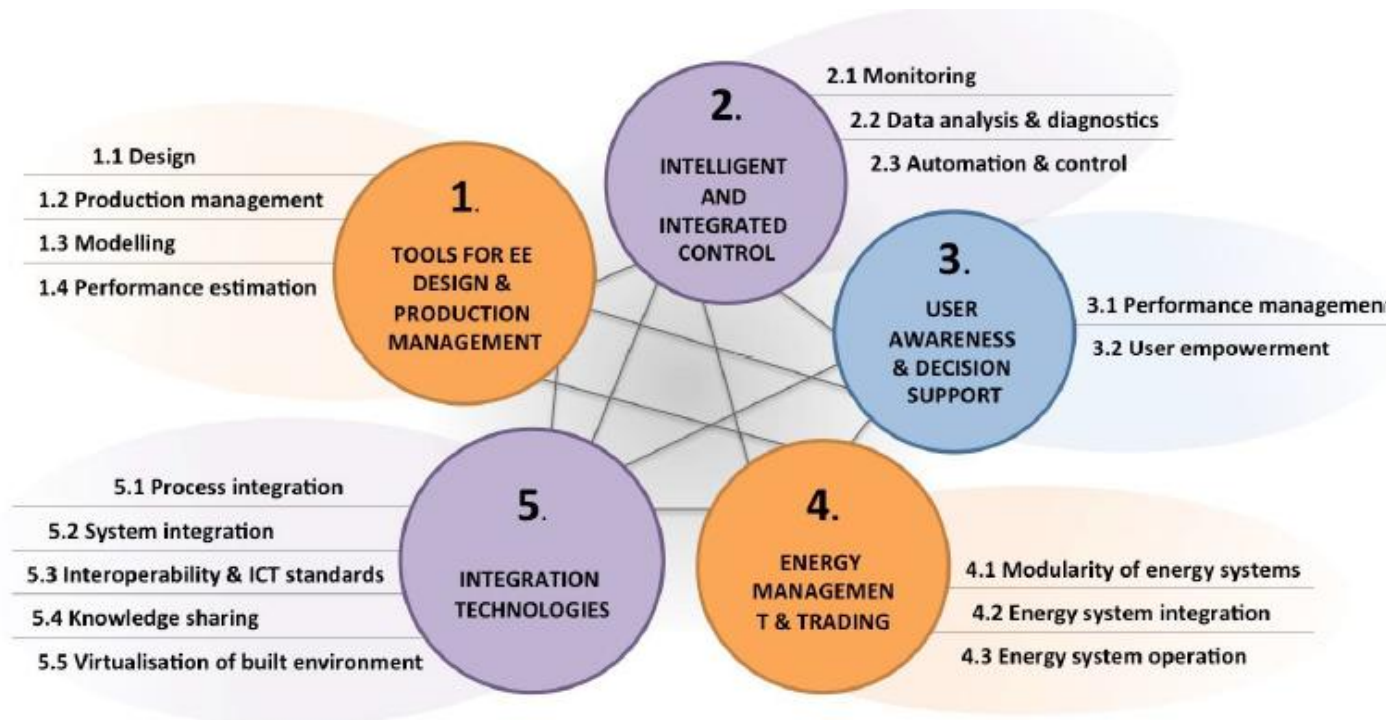
## 1.2 Explanation of the work carried per WP

### 1.2.1 Work Package 1: Clustering and stakeholder engagement

#### T1.1 Mapping and clustering of EeB domain

T1.1 collected information about EeB projects from Cordis, project web sites, partners' involvement in related projects, contacts with the participants in other projects and public documents of projects. The initial analysis was therefore updated from the proposal stage considering new EeB related projects.

The mapping methodology focused on projects in EeB domain which had at least one ICT RTD embedded in their results. This is complemented by analysing the stakeholders' participation trends into these projects, covering initiatives, topics and RTD innovation programmes.



- Report ended tasks and also progress achieved on on-going tasks.
- Use text from the Deliverables executive summary.
- Focus on results achieved.
- Use a good picture

# Table of contents



|  |           |
|--|-----------|
| summary and purpose .....  | 4         |
| <b>1. Explanation of the work carried out by the beneficiaries and Overview of the progress .....</b>                  | <b>2</b>  |
| 1.1 Objectives .....   | 5         |
| 1.2 Explanation of the work carried per WP .....   | 6         |
| 1.2.1 Work Package 1: Clustering and stakeholder engagement.....   | 6         |
| 1.2.2 Work package 2: Analysis and consolidation.....  | 9         |
| 1.2.3 Work package3: Recommendations .....   | 14        |
| 1.2.4 Work package 4: Dissemination, communication and networking .....  | 14        |
| 1.2.5 Work package 5: Management .....   | 18        |
| 1.3 Impact.....  | 20        |
| 1.4 Infrastructures (not applicable) .....   | 21        |
| <b>2. Update of the plan for exploitation and dissemination of result .....</b>  | <b>22</b> |
| <b>3. Update the data management plan (not applicable) .....</b>   | <b>23</b> |
| <b>4. Follow-up of recommendations and comments from previous review(s) (not applicable).....</b>                      | <b>24</b> |
| <b>5. Deviations from Annex 1 .....</b>  | <b>25</b> |
| 5.1 Tasks.....   | 25        |
| 5.2 Use of resources.....  | 25        |
| 5.2.1 Unforeseen subcontracting (not applicable).....  | 26        |
| 5.2.2 Unforeseen use of in kind contribution from third party against payment or free of charges (not applicable)..... | 26        |

## Part B

**Plus, optional:  
Reporting on ethics  
requirements (if  
agreed with the EC).**

|   |           |
|---|-----------|
| <b>6. Compliance with ethics requirements .....</b>                         | <b>31</b> |
| 6.1 CITYkeys plans to comply with the ethic requirements .....              | 31        |
| 6.2 Nomination of the Ethics advisor .....                                  | 34        |
| 6.3 Planed actions on Reporting compliance with the ethic requirements..... | 36        |



# TECHNOLOGY «» FOR BUSINESS

