



H2020 Raportointikoulutus **Tekninen raportointi**

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Background

VALCHEM

Value Added Chemical Building Blocks and Lignin from Wood

- UPM as coordinator
- Periodic report M18, 12/2016
- www.valchem.eu

PRODIAS

PROcessing Diluted Aqueous Systems

- UPM as beneficiary
- Periodic report M18, 06/2016
- <https://www.spire2030.eu/prodias/>

Types of written reports:

- Deliverable report
- 6-monthly progress reports
- Periodic reports (M18, M36, Final Report)



Key learnings

6-monthly progress report

- Good exercise and preparation for periodic reporting time
- **6-monthly internal progress reports in analogy to the periodic report**
- Provide a reporting template to the WP leaders
 - Note: For 6 monthly reports there is no prescribed form (at least for BBIJU projects). Coordinator defines the form. Only the periodic report has a given structure and content requirements.

Reporting

- Role of coordinator / WP leader crucial
- **Give clear instructions**
- Inform partners early enough about schedule
- **Remind WP leaders to stick to the task descriptions and to identify and communicate deviations to the coordinator**
- Be flexible and **support partners in challenging situations** (e.g. deviations)
- **Make decisions**
- Be in touch with your EUPO, ask advice for reporting requirements

Key learnings

Deviations	<ul style="list-style-type: none">➤ Communication and management very important➤ WP team needs to identify the deviation (not always obvious)➤ Formulate reason for deviation<ul style="list-style-type: none">• Impact on own WP, other WPs and overall project (content, timeline, goals)➤ If needed formulate contingency plan➤ Discuss and approve at General Assembly➤ Inform, discuss with EUPO (Grant Agreement if needed)
Documents	<ul style="list-style-type: none">➤ Store all documents on your project team site➤ For coordinators it is advisable to have tools (excel tables) to keep track of risk reviews, deviations, milestones / deliverables state of play, subcontracts (foreseen and unforeseen)

Key learnings

Confidentiality

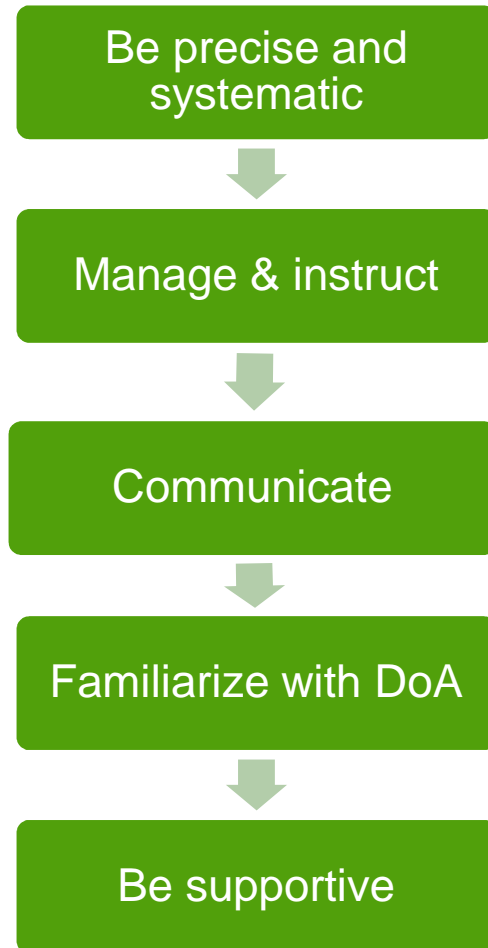
Approach to confidential information is a tricky question

- Typically you want to share all reports to all partners
- Reports are normally confidential to beneficiaries and EU services, but this means that EU officials and also selected external experts (midterm review) will have access
- Our current approach:
 - **Reporting as comprehensive and understandable as possible**
 - **Sensitive information, e.g. P&IDs, are not included in a deliverable report**
 - Existence of such deliverable may still be verified by looking at the PID in a smaller group meeting
 - Sensitive information can be shown to e.g. EUPO or external experts on their request.

Key learnings

Other comments

- **Regular reporting in Technical project management team (TPMT) meetings/TelCos** seems sometimes dull, but is **very important** to the team and the project as whole
- Important: **Read, re-read, understand and familiarize with the DoA to be able to judge if the reported work is on track**
- Challenge: a wide range of topics (technology, marketing, LCA, engineering, logistics, raw material sourcing, etc.) has to be understood/learned
- Involve partners to the relevant topics
- Discuss a lot with partners, especially in the starting phase



KIITOS





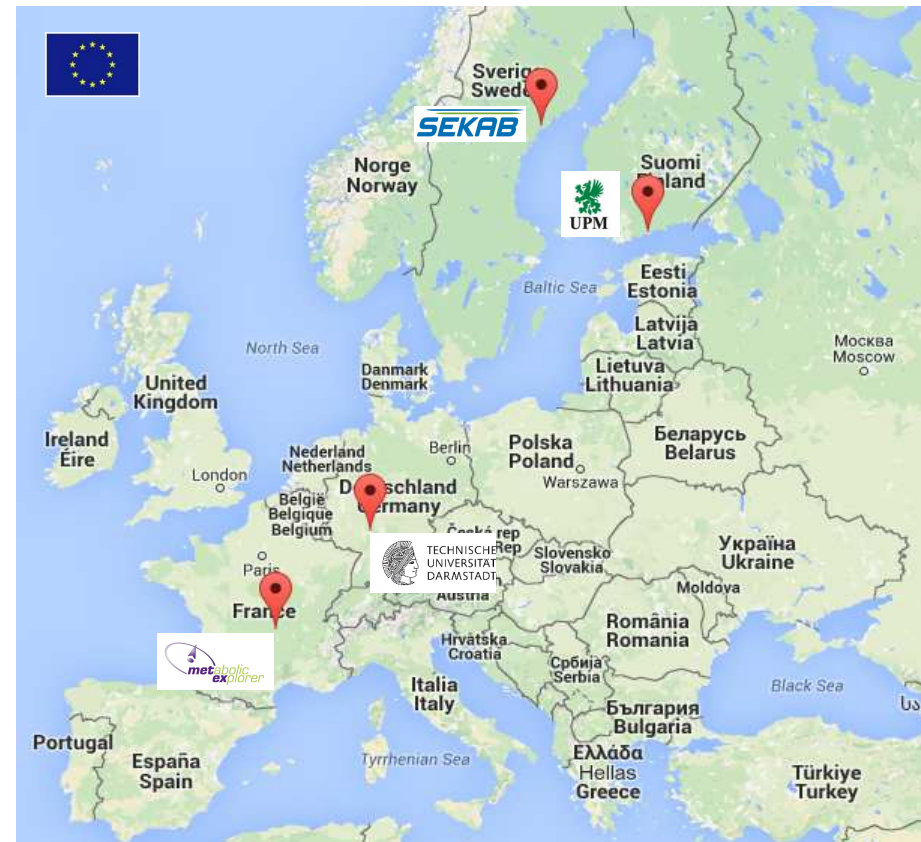
UPM

The Biofore
Company

Project Resources

ValChem

- ❖ Funded by the BBI-JU under the EU's Horizon 2020 program
- ❖ €13.1 million funding
€18.5 million total project budget
- ❖ Project period 4 years
(1.7.2015-30.6.2019)
- ❖ Consortium of four partners
 - ❖ UPM Finland
 - ❖ METEX France
 - ❖ SEKAB Sweden
 - ❖ TUDA Germany



More Information

ValChem

- ❖ ValChem website: www.valchem.eu
- ❖ BBI-JU: <http://bbi-europe.eu/>
- ❖ Framework Horizon2020: <http://ec.europa.eu/programmes/horizon2020>
- ❖ Juuso Konttinen, Vice President, UPM Biochemicals
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PRODIAS Facts



- 💧 **PRODIAS (PROcessing Diluted Aqueous Systems) fosters** competitiveness of the European process industry
- 💧 **PRODIAS** aims to **decrease production costs** for renewable-based products via **increasing the efficiency** of raw material use and production processes
- 💧 **PRODIAS: Consortium of nine partners**, funded by European Union with €10 million – total project budget is about €14 million
- 💧 **PRODIAS** Start Date 1st of January 2015, Duration 48 Month

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Imperial College
London





PRODIAS More Information

- ◊ PRODIAS webpage:
<http://spire2030.eu/prodias/>
- ◊ Framework Horizon2020:
<http://ec.europa.eu/programmes/horizon2020>
- ◊ Project PRODIAS is coordinated through:
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