Deliverable D 1.1: Project Manual

Project acronym: REPHATER

Project full title: Electrochemical waTER treatment pilot plant in the dairy industry with phosPHAte REcovery.

Grant agreement no.: ECO/08/238976SI2.5342.62
Version: 29 April 2010

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Due Date of Deliverable: 30/6/2009
Completion Date of Deliverable: Month 1

Lead partner for deliverable: LEITAT

Revision: V1.1

Project co-funded by the EACI by the Eco-Innovation programme		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including Commission Services)	
CO	Confidential, only for members of the consortium (including Commission Services)	✓

Document History

Issue Date	Version	Changes Made / Reason for this Issue	author
29 April 2010	V1.0	Document creation	LEITAT
		Final approval by project coordinator	

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1. Introduction

1.1. Object of this document

This manual objective is to aid project partner on their tasks and how to fulfil them. Each person participating on the REPHATER project is concerned with this document. It is a dynamic reference document for each partner in the REPHATER project and it will be updated. It provides details of the organisation of the project, specifically:

- Contacts
- Project organisation
- Management structure and procedures
- Deliverable documents procedure
- Other Special conditions
- Communication information

Other project administrative documents

Other relevant documents are the:

- Grant Agreement (GA)
- Annex I Description of the Action
- Annex II Estimated of the action
- Annex III Technical Implementation Reports and financial Statements
- Annex IV Mandates conferring powers of attorney from the co-beneficiaries to the coordinator.

The terms set out the Special conditions shall take procedure over those in the other parts of the agreement.

The terms of the General Condition shall take precedence over those in the over those in the Annexes.

The terms set out in Annex I (description of the Action) shall take precedence over those in the other Annexes.

This project manual provides guidelines for the day to day running of the project and will be amended by the Administrative and Budgetary Management as the project progresses. In this way, changes in procedures or contact details can be formally communicated to the partners. Amendments will occur as necessary and will be communicated to the Management Team representatives by email to allow for objections and to pass them to relevant persons in their organisation. The Project Manual will additionally be updated by the Coordinator as necessary at the start of each project year.

2. Project organisation

2.1. List of partners short names

Participant No.	Participant Organisation Name	Organisation short name	Country
1	LEITAT Technological Center	LEITAT	Spain
2	AGUACURE Ltd	AGUACURE	UK
3	Quality and Environment, SL	QNORM	Spain
4	BCR 129 S.L.	BCR	Spain
5	C-Tech Innovation Ltd	C-TECH	UK
6	Cyclus ID S.L.	CYCLUS	Spain

Table 1: Partner's short names

2.1.1. Coordinator

Mr. Dirk Saseta
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Passeig 22 de Juliol 218 - 08221 Terrassa (Barcelona)
Spain
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2.2 **Partners contact details**

Participant		**Name and Surname**	**Email**	**Office**	**Cell Phone**	**Postal Adress**
LEITAT	Mr.	Ciro Avolio	cavolio@leitat.org	+34 937882300		Passeig 22 de juliol, 218; 08221 Terrassa, Spain
LEITAT	Mr.	Dirk Saseta	dsaseta@leitat.org	+34 937882300		Passeig 22 de juliol, 218; 08221 Terrassa, Spain
LEITAT	Dr.	Julia García	jgarcia@leitat.org	+34 937882300		Passeig 22 de juliol, 218; 08221 Terrassa, Spain
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AGUACURE	Mr.	Duarte Tito	duarte.tito@aguacure.com	+44 1248361501	+44 7833240842	Unit 2, Mentec, Deiniol Road Bangor, Gwynedd LL57 2UP UK
QNORM	Ms.	Remei Aldrich	raldrich@qnorm.com	+34 972406747	+34 647913814	C/ Pla de Salt, 14, oficina 12 17190 Salt (Girona) Spain
BCR	Mr.	Pere Bassa	pere.bassa@cancorder.com	+34 938414666 +34 938446630	+34 656924044	Camí de la Serra de Can Ballestà, s/n 08186 Lliçà d'Amunt, Spain
C-TECH	Mr.	Arnold Black	arnold.black@ctechinnovation.com	+44 1513472914	+44 7843349409	Capenhurst Technology Park Capenhurst, Chester CH1 6EH, UK
C-TECH	Mr.	Mike Harrison	mike.harrison@ctechinnovation.com	+44 1513472909	+44 7952488806	Capenhurst Technology Park Capenhurst, Chester CH1 6EH, UK
CYCLUS	Mr.	José María Soria	direccion@cyclusid.com	+34 955854715		Río Segre, 11 41530 Morón de la Frontera (Sevilla) Spain
CYCLUS	Mr.	Birame Boye	id@cyclusid.com	+34 955854715		Río Segre, 11 41530 Morón de la Frontera (Sevilla) Spain

CYCLUS	Ms.	Mª Francisca Olmo	jaen@cyclusid.com	+34 955854715		Río Segre, 11 41530 Morón de la Frontera (Sevilla) Spain

Table 2: Partners contact details

If any Management Committee representative is expects to be out of contact for more than 10 working days (e.g. August shutdown, maternity/paternity leave) s/he should notify the Coordinator with the dates and the name and contact details of his/her deputy during that period.

3. Role of the beneficiaries

The **coordinator** shall 'inter alia':

- Ensure that the action is implemented in accordance with the agreement;
- Be the intermediary for all communication between the co-beneficiaries and the Agency. Any claims that the Agency might have in respect of the agreement shall be addressed to, and answered by, the coordinator, except where specifically stated otherwise in the agreement.
- Be responsible for supplying all documents and information to the Agency which may be required under the agreement, in particular in relation to the request for payment. The coordinator shall not delegate any part of this task to the co-beneficiaries or to any other party.
- Where information from the co-beneficiaries is required, the coordinator shall be responsible for obtaining and verifying this information and for passing it on to the Agency;
- Inform the co-beneficiaries concerning any event, of which he is aware, that is liable to substantially affect or delay the implementation of the action.
- Inform the Agency of transfers of budget.
- Make the appropriate arrangements for providing the financial guarantee or the joint guarantee of the beneficiaries participating in the action, when requested.
- Establish the payment requests on behalf of the beneficiaries, detailing the exact share and amount assigned to each beneficiary, in accordance with the agreement, the estimated eligible costs as foreseen in Annex II, and the actual costs incurred. All payments by the Agency are made to the bank account referred.
- Where designated the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the co-beneficiaries within 30 days upon receipt of the funds paid by the Agency, unless there is a justified delay and shall inform the Agency of the distribution of the Community financial contribution between the co-beneficiaries and of the date of transfer;

The **co-beneficiaries** shall 'inter alia':

- Agree upon appropriate arrangements for the proper performance of the work incumbent upon them pursuant to Annex I.
- Forward to the coordinator the data needed to draw up the reports, financial statements and other documents provided for in the agreement.
- Ensure that all information to be provided to the Agency is sent via the coordinator, except where the agreement specifically stipulates otherwise;
- Inform the coordinator immediately concerning any event, of which they are aware, that is liable to substantially affect or delay the implementation of the action;
- Inform the Agency via the coordinator of transfers of budget.
- Provide the coordinator with all the necessary documents in the event of audits, checks or evaluation

3.1 Financing the action

The total costs of the action are shown in the estimated budget in Annex II. The estimated budget shall give a detailed breakdown of the costs that are eligible for Community funding of any other costs that the action may entail, and of all receipts, so that receipts and costs balance.

The estimated budget in Annex II shall include a table indicating the breakdown of estimated eligible costs and receipts between each beneficiary. The table shall be agreed collectively by the beneficiaries and shall be deemed to form an integral part of the budget of the agreement.

The total eligible costs of the action for which the grant is shown in the estimated budget in Annex II.

Subject to the conditions, indirect costs are eligible for flat-rate funding fixed at 7% of the beneficiaries total eligible direct costs, as shown in the estimated budget in Annex II.

The funding rate per beneficiary, as a percentage of the estimated total eligible costs indicate, is shown in the estimated budget in Annex II.

The grant may not finance the entire costs of the action. The amounts and sources of cofinancing other than from Community funds shall be set out in the estimated budget.

A beneficiary may, when carrying out the action, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between items does not exceed 20% of the total costs of the action. The beneficiary shall inform the Agency in writing through the coordinator at the latest at the time of the final report.

Beneficiaries may, when carrying out the action, transfer between themselves the estimated budget set out in Annex II, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer does not exceed 20% of the total eligible costs of the recipient beneficiary and the transfer does not exceed 50% of the total costs of the giving beneficiary. The coordinator shall inform the Agency in writing at the latest at the time of the final report.

In case of budget shifts between partners with different funding rates, the maximum funding by the Agency as stipulated Annex II will not be exceeded.

3.2 The Workpackage Leaders (WPLs)

WPLs are **responsible for coordination and management of single work packages**. This covers:

- To monitor the technical state of the art and update the partners where necessary
- To be in permanent touch with the Coordinator and provide guidelines to partners involved regarding their specific tasks and timing
- To control the planning and provide reminders for deliverable deadlines
- To coordinate the actions to undertake during the following month and analyse risks
- To prepare progress reports in due time for the Coordinator who will review them.
- To collect the data for reports sent to the Coordinator and all relevant partners
- To report any issues to the Coordinators

WP No.	WP Title	Lead Participant Name	Start Month	End Month
1	Project Management	LEITAT	1	30
2	Development and in-situ implementation of first stage treatment – Electrocoagulation	AGUACURE	1	12
3	Development and in-situ implementation of second stage treatment – Electrooxidation	CYCLUS	3	23
4	Development and integration of the phosphate recovery unit	CYCLUS	15	15
5	Whole control and Life Cycle Assessment of the pilot plant	QNORM	1	30
6	Exploitation and dissemination of the results	BCR	1	30
7	Common Dissemination Activities	LEITAT	1	30

Table 3: Workpackage list

Progress monitoring

- On a regular basis progress meetings are to be held and formal reports are to be written to ensure timely and high quality deliverables. Progress monitoring is to count with an **intranet,** in a protective mode, that will provide all partners with the necessary information on the project (reports, results, conferences).

Each partner has to report to the WPLs and to the Coordinators about the progress of activities. The reports will include information about the technical progress and results obtained. Such reports will be reviewed and submitted through the website by the Coordinator. Deliverables and milestones will be reviewed at each meeting.
The Coordinator will summarise the overall project status and coordinate all the aspects of project reports.

3.3 Deliverables

Deliverables must be completed by the due date. If not, this will be penalised by the EACI financially. All contributions for deliverables must be with the Coordinator 10 working days before the deadline to enable final collation and submission on time to the EACI. The following table lists the deliverables with the due date at the EACI being at the end of the month concerned:

Del. No.	Deliverable Name	Type of deliverable	Quantification	For Publications: Languages	Accessibility of deliverable	Month of Completion
D1.1	Project manual (Responsible partner: LEITAT)	Text	10 pages	EN	CO	1
D1.2	Progress report including performance indicators (responsible partner: LEITAT)	Report	10 pages	EN	CO	10
D1.3	Interim report including performance indicators (Responsible partner: LEITAT)	Report	10 pages	EN	CO	19
D1.4	Final Report including performance indicators (Responsible partner: LEITAT)	Report	10 pages	EN	CO	30
D 2.1	Manufacture of EC unit (Responsible partner AGUACURE)	Completed fabricated phase			CO	11
D2.2	Trials results report (Responsible partner: AGUACURE)	Report	Max 25 pages	EN	CO	12
D2.3	Public description of innovation and installation (responsible partner: LEITAT)	Text	Min 10 pages	EN	Pu	12
D3.1	Construction of the EO unit and manual of use (Responsible partner: CYCLUS)	Ready on-platform compact EO unit with manual	Max 40 pages	EN	CO	18
D3.2	Analytics, start-up and optimisation trials report; technical formation (Responsible partner: CYCLUS)	Report	Max 25 pages	EN	CO	20
D3.3	Description of EO innovation and subplant (contribution to D2.3) (Responsible partner: LEITAT)	Report	Mix 10 pages	EN	CO	22
D3.4	Optimal running trials and plant transmission (Responsible partner: CYCLUS)	Report	Min 15 pages	EN	CO	23
D4.1	Manufacture of recovery unit (responsible partner:	Completed Fabrication			CO	20

	C-TECH)					
D4.2	Operating data and valorisation of recovered phosphate report (Responsible partner: C-TECH)	TEXT	Min 20 pages	EN	CO	26
D4.3	Public description of installation and innovation (Responsible partner: LEITAT)	Text	Min 10 pages	EN	PU	26
D5.1	Minutes and incident document (Responsible partner: QNORM)	Text	Max 30 pages	EN	CO	30
D.5.2	Applicable normative and CE coverage report (Responsible partner: QNORM)	Report	Max 15 pages	EN	CO	30
D5.3	Functionality guide of the pilot plant (Responsible partner: QNORM)	Text	Max 50 pages	EN	CO	30
D5.4	Installation project (Responsible partner: QNORM)	Text	Max 50 pages	EN and SPA	CO	30
D5.5	Life cycle Analysis methodology (Responsible partner: C-TECH)	Text	mix. 5 pages	EN	CO	10
D5.6	Report on the Build, in-use and end-of-life LCAM phase (Responsible partner: C-TECH)	Report	Mix. 20 pages	EN	PU	28
D6.1	Report on linkages between REPHATER and ECOMETRE solutions (Responsible partner: AGUACURE)	Text	Max. 10 pages	EN	CO	26
D6.2	Project website (Responsible partner: LEITAT)	Web		EN	PU	Month 6
D6.3	Dissemination planm (Responsible partner: BCR 159)	Text	Min 30 pages	EN	Pu	Month 6+ updated version every 6 month
D6.4	Exploitation and Bussiness Plan (Resonsible Partner: BCR 159)	Text	Min 40 pages	EN	CO	Month 6+ updated version every 6 months

D7.1	Project information updates (Responsible partner : LEITAT)	Text, ppt	2-5 times depending on project duration	EN	PU	(together with reports)
D7.2	Inputs additional common information material related to eco-innovation actions (Responsible partner: LEITAT)	Input to posters, articles for newsletter , visuals, interviews	On request by EACY	EN (or local, as appropriate)	PU	Upon request
D7.3	Project presentations (Responsible partner: LEITAT)	Ppt, presentation, participation in events	Max 2 times	EN (or local, as appropriate)	PU	Upon request
D7.4	Layman's report (Responsible partner: LEITAT)	Brochure	5-10 pages	EN (optional others)	PU	
D7.5	Evaluation report (Responsible partner: LEITAT)	Report	Max 5 pages	EN	To be agreed	2 years after project

Table 5: Deliverable list

The deliverable leader is responsible for collecting the required information for the deliverable on time and collating the deliverable for submission to the coordinator for checking.

3.5. Deliverable documents procedure

The technical implementation reports, financial statements and any other documents shall be submitted in accordance with the provisions of Annex III of the agreement and the following: The beneficiaries shall submit, through the coordinator and in the format provided by the
Agency, the following documents:

- Technical progress reports;
- An interim technical implementation report and interim financial statements;
- A final technical implementation report and final financial statements.

All these documents shall be submitted in English, in 2 (two) originals and 1 (one) electronic format. Any other deliverable shall be submitted in accordance with Annex I.
All the technical progress report, covering the determinate period, shall be submitted within 30 (thirty) calendar days of the end of the reporting period in question.
The interim technical implementation report and interim financial statements, covering
The determinate period shall be submitted within 30 (thirty) calendar days of the end of the reporting period in question.
The final technical implementation report and financial statements, including a consolidated statement and a breakdown between each beneficiary, shall be submitted

within 60 (sixty) calendar days following the closing date of the action covering the whole duration of the action.

3.6 Cost statements

First Pre-financing
Within 45 (forty-five calendar) calendar days from the date when the signed agreement and all mandates are officially received by the agency, a pre-financing 30% of the amount shall be made to the coordinator.

Second pre-financing
The coordinator may request a second pre-financing payment that 100% of the first pre-financing payment has been used up.
The aggregate amount of the pre-financing payment shall represent 60% of the maximum amount of the grant.
The amount of the second pre-financing shall be paid to the coordinator upon approval by the agency of the interim technical implementation report and interim financial statement.
The Agency shall have 90 days to approve or reject the report and to pay the second pre-financing, or to request additional supporting documents or information. The coordinator shall have 20 calendar days in which to submit additional information or a new report.

Payments of the balance
Upon completion of the action, a payment representing the balance of the grant determined being made to the coordinator.
The request for payment of the balance shall be accompanied by the following documents:
- A final technical implementation report;
- A final financial statement of the eligible costs actually incurred following the structure of the estimated budget including a consolidated statement and a breakdown between each beneficiary;
- Where required according to the provision below, a certificate on the financial statements and underlying accounts produced by an approved auditor. The certificate shall certify that the costs declared by the beneficiaries in the financial statements on which the request of payment is based are real, accurately recorded and eligible and that receipts have been declared in accordance with the agreement;
- Copies of bank statements showing the transfer to the co-beneficiaries of the second pre-financing paid by the Agency.
Each beneficiary for whom the amount of Community funding is equivalent to or exceeds the following:
- 180.000 € for small size enterprises
- 150.000 € for medium size enterprises
- 120.000 € for large enterprises
Shall provide, in addition, an external audit report on the action's accounts, except where the beneficiary concerned is a public body or an international organisation. The amount of the final payment shall be determined on the basis of the eligible costs actually incurred, as shown in the final statement and validated by the Agency. [where

appropriate the amount of any pre-financing previously paid to the beneficiary shall be deducted].
The balance of the grant shall be paid to the coordinator upon approval by the Agency of the final technical implementation report and final financial statements.
The Agency shall have 90 days to approve or reject the report and to pay the balance or to request additional supporting documents or information. The beneficiary shall have 20 (twenty) calendar days in which to submit additional information or a new report.

4. Other special conditios

The following other special conditions apply to this agreement:
In addition to the beneficiaries must set up project website at the latest 6 (six) months after the starting date of the action and it must be accessible until at least 2 (two) years after the end date of the action. This project website has to be set up in accordance with the provisions of Annex III to the agreement.
The coordinator shall submit the payment request including the underlying financial statements in national currency. By way of derogation, any conversion of actual costs into euro shall be made by the Agency at the monthly accounting rate established by the Commission (published on its website) applicable on the first working day of the month following the period covered by the financial statement concerned.
Without prejudice to the provisions, the costs relating to the final reports and audit certificates shall be eligible only when incurred by the beneficiaries within a maximum period of two months following the completion of the action.
In case of change of category of enterprise relating to their definition of small, medium or large, the rate of Community funding shall in principle not be altered.
Any change of category must immediately be communicated to the Agency in writing.
In duly substantiated cases and without prejudice (a) of the grant agreement, the Agency reserves the right to adjust the financial contribution rate in case of change of category of enterprise. The Agency contribution as well as the funding rate per beneficiary shall not increase as the result of a change of category.
The General Conditions, the logo of Eco-Innovation – Pilot and market replication projects has to be included in all communication or publication by the beneficiaries collectively or by any one of the beneficiaries individually about the action, including conferences or seminars.
In case of budget shifts between partners with different funding rates, the maximum funding by the Agency and Annex II will not be exceeded.

4.1 Liability

The Beneficiaries shall be responsible for complying with any legal obligations incumbent on them.
The Agency shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the agreement relating to any damage caused during the action's execution. Consequently, the Agency will not entertain any request for indemnity or reimbursement accompanying any such claim.
Except in cases of force majeure, the beneficiaries shall make good any damage sustained by the Agency as a result of the execution or faulty execution of the action.

The beneficiaries shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the action is being carried out.

4.2 Conflict of interest

The Beneficiaries undertake to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

Any situation constituting or likely to lead to a conflict of interests during the performance of the agreement must be brought to the attention of the Agency, in writing, without delay. The beneficiaries shall undertake to take whatever steps are necessary to rectify this situation at once. The Agency reserves the right to check that the measures taken are appropriate and may demand that the beneficiaries take additional measures, if necessary, within a certain time.

4.3 Ownership/Use of the results

Unless stipulated otherwise in the agreement, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it shall be vested in the beneficiaries.

The beneficiaries grant the Agency the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

4.4 Confidentiality

The Agency and the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

4.5 Publicity

Unless the Agency requests otherwise, any communication or publication by the beneficiaries collectively or any one of the beneficiaries individually about the action, including at a conference or seminar, shall indicate that the action has received funding from the Community.

Any communication or publication by the beneficiaries collectively or any one of the beneficiaries individually, in any form and medium, shall indicate that sole responsibility lies with the author and that the Agency is not responsible for any use that may be made of the information contained therein.

The beneficiaries authorize the Agency and/or the Commission to publish the following information in any form and medium, including via the Internet:

- the Beneficiaries’ names and addresses,
- the Subject and purpose of the grant,
- the Amount granted and the proportion of the action's total cost covered by the funding.

Upon a reasoned and duly substantiated request by the coordinator, the Agency may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiaries’ security or prejudicing their commercial interests.

5. Contact and Communication Information

5.1. Communication strategy

Information exchange within the project will be by email, working papers, project meetings, visits, workshops, website and video or telephone conferences. Email will be preferred for information exchange between the partners, for sharing documents and know-how. The website will be a central point where all communications can be followed. All information circulated will be treated as consortium confidential unless stated as public. LEITAT has created a distribution list in order to assure that each partner will receive all the relevant information.

In order to be efficient with the e-mails, REPHATER partners have a distribution list.

5.2. Management meetings/Scientific meetings

A Member is a representative of a Party. Any Party:

- should be present or represented at any Management Meeting at least by one Member,
- may appoint a substitute or a proxy Member to attend and vote at any Management Meeting
- and the Members shall participate in a cooperative manner during the meetings

5.3. Preparation and Organisation of Meetings

Convening meetings: The Coordinator shall convene ordinary Management Meeting of the MC at least once every six months and shall also convene extraordinary meetings at any time upon written request from any Party.
Notice of a meeting: The Coordinator shall give notice in writing of a Management Meeting to each Party as soon as possible and within at least 14 calendar days preceding an ordinary meeting and 7 calendar days preceding an extraordinary meeting.
Distribution of the agenda: The coordinator shall send to each Party a written original agenda within at least 14 calendar days preceding the meeting.
Adding agenda items: Any agenda item requiring a decision by the Members must be identified as such on the agenda. Any Member may add an item to the original agenda by written notification to all of the other Members within at least 7 calendar days preceding the meeting. During a meeting, the Members present or represented can unanimously agree to add a new item to the original agenda.
Any decision may also be taken without a meeting by circulating to all Members a written document which is then signed by the defined majority of Members. Decisions may only be executed once the relevant part of the Minutes is accepted.

5.4. Minutes of the Meetings

The Administrative Manager shall produce written Minutes of each meeting that shall be the formal record of all the decisions taken. He/she shall send this draft to all Members within 10 calendar days of the meeting.

The Minutes shall be considered as accepted if no Member has objected in writing to the Administrative Manager with respect to the accuracy of the draft of the Minutes within 15 calendar days from sending them out.

The accepted Minutes shall be sent to all Members of the Consortium. If requested, the Administrative Coordinator shall provide authenticated duplicates to the Parties.

5.5. Scientific Missions

The coordinator will propose and arrange, after the approval of the SC, specific Scientific Missions that require a **high scientific and technical coordination** due to their risk or complexity.
Report on Scientific Missions will be delivered to the Coordinator within 10 calendar days after the meeting.

Reporting

The Administrative Coordinator will collect periodic activity, expenses and evaluation reports of partners per activity and per work package, and send to commission: bimonthly reports, six monthly reports (deliverables).

Format for documents

File format for documents will be Microsoft WORD with Times New Roman font 12, language UK English. References should be input as footnotes at the end of the document and cross referenced in the text providing for automatic updating. All Deliverables should use the layout of this deliverable.

LEITAT will realise the website creation, under the supervision of the dissemination manager and with support in terms of content from all the partners.

Public section

- List of partner institutions.
- Project summary from proposal.
- Coordinator contact details.
- Project publications**.**
- Forthcoming conferences, exhibitions and relevant public meetings.