Work plan, milestones and deliverables for the 2nd year – First report to EC

M. Fichaut - IFREMER
During these 2 days, progress made have been illustrated by all the WP and tasks leaders.

For EC, progress is controlled through:
- the contractual deliverables
- the contractual milestones
- the mid-term review
126 deliverables for the whole project

Number of deliverables per year

<table>
<thead>
<tr>
<th>Year</th>
<th>Already delivered</th>
<th>To be delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

First annual meeting, Athens, Greece - 18-19 October 2017
27 deliverables for the 1st year

Status of the deliverables par WP

- **WP1**: 1 On time, 2 Delay <= 6M, 1 Missing
- **WP2**: 1 Delay <= 6M, 2 Postponed
- **WP3**: 1 On time, 3 Missing
- **WP4**: 1 Delay <= 6M, 1 Postponed
- **WP5**: 1 On time, 1 Postponed
- **WP6**: 1 On time, 1 Missing
- **WP7**: 1 On time, 1 Postponed
- **WP8**: 1 On time, 1 Postponed
- **WP9**: 3 On time, 2 Delay <= 6M
- **WP10**: 2 Postponed
- **WP11**: 4 Missing
Deliveries for the 1st year

Total of 27 deliveries

- 3 on-time
- 12 delayed, mean delay = 2.25 months
- 12 missing
  - 4 due on end of October
  - 8 Postponed of 1, 2, 3, 4 and 6 months
15 milestones for the whole project

Nb of milestones per year
Total 15

- 1 milestone already delivered
- 5 milestones to be delivered in year 2
- 4 milestones to be delivered in year 3
- 5 milestones to be delivered in year 4
### 1 milestones for the 1\(^{st}\) year

<table>
<thead>
<tr>
<th>Milestone</th>
<th>N°</th>
<th>Contract delivery month</th>
<th>Real delivery month</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick-off meeting</td>
<td>MS1</td>
<td>2</td>
<td>1</td>
<td>IFREMER/LHEI</td>
</tr>
</tbody>
</table>
41 contractual deliverables for the 2nd year + 8 postponed from the 1st year

<table>
<thead>
<tr>
<th>WP</th>
<th>2nd year</th>
<th>1st year postponed</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WP2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>WP3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WP4</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>WP5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>WP6</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>WP7</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WP8</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>WP9</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>WP10</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>WP11</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

First annual meeting, Athens, Greece - 18-19 October 2017
### 5 milestones for the 2\(^{\text{nd}}\) year

<table>
<thead>
<tr>
<th>Milestone</th>
<th>N°</th>
<th>WP</th>
<th>Contract delivery month</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upgraded CDI services</strong> with cloud replication operational in test</td>
<td>MS2</td>
<td>9</td>
<td>18 (April)</td>
<td>MARIS</td>
</tr>
<tr>
<td><strong>1(^{\text{st}}) training session on data product generation</strong></td>
<td>MS3</td>
<td>11</td>
<td>19 (May)</td>
<td>ULG</td>
</tr>
<tr>
<td><strong>1(^{\text{st}}) training session for data providers</strong></td>
<td>MS4</td>
<td>3</td>
<td>21 (July)</td>
<td>RBINS</td>
</tr>
<tr>
<td><strong>1(^{\text{st}}) innovation cycle performed</strong></td>
<td>MS5</td>
<td>5, 8, 9</td>
<td>24 (October)</td>
<td>MARIS</td>
</tr>
<tr>
<td><strong>IMDIS 2018 conference</strong></td>
<td>MS6</td>
<td>4</td>
<td>24 (October)</td>
<td>IFREMER</td>
</tr>
</tbody>
</table>
Training sessions

• In April 2018, **first training on product generation**, concerns the product leaders, organised by ULG (WP11)
  – Each product leader has received funds for travelling

• In June 2018, **first training of the data providers**: concerns all data centres as trainees, and the trainers, organised by RBINS and IODE (WP3)
  – Each data centres have received funds for travelling
IMDIS 2018 conference

• Barcelona, locally organised by CSIC and by IFREMER (web site, online submission, review)
• Back to back with SeaDataCloud annual meeting
• Dates (ICES in September 2018, IDW on 22-24th October 2018)
  – 5-7 November 2018: IMDIS, 8-9 November 2018: SDC plenary + steering committee
IMDIS 2018 - Planning

- Announcement: Beginning November 2017 (email list)
- Opening of Web site: end November 2017 (IFREMER)
- On-line registration: January 2018 (CSIB)
  - Discount rate until 30th September 2018
  - Full rate 1st October 2018/ 1st November 2018
- Opening of online submission: January 2018 (IFREMER)
  - Dead line 30 April 2018
- Review 15th May – 15th June (Launch by IFREMER, participation IMDIS steering committee + other reviewers)
- Selection of papers, preparation of programmes and proceedings – 15th June – 15th July (IFREMER)
- Letter of acceptance: from 15th July 2018 (IFREMER)
IMDIS 2018 – Partner’s participation

• All partners are invited to participate
  ➔ 2,000 € have been provided per partner for that purpose (travel cost + registration)

• Submission of papers and posters are encouraged
Other SeaDataCloud meetings

- Next Technical Task Group (TTG)
- Next Steering Group (SG)
  - Both on the same week end of April 2018
  - SG on 24\(^{th}\) April 2018
  - TTG on 25-26\(^{th}\) April 2018
  - Place could be IFREMER, Brest
- Next scientific committee (SC)
  - Place and date to be defined
Mid-term review

• After 2 years
  – Could be November or December 2018
  – Exact dates and place to be defined with the EC project officer
  – Concerns all WP leaders who will be invited to the review to provide synthesis of the work done
First report to EC

• End of the reporting period: 31/04/2018
• Report due on 30/06/2018
• Same method than for SeaDataNet 2
  – Financial report
    • Project office (PO) sends an Excel template to each partner
    • Each partner fulfils its expenses in the Excel template and sends it back to the PO for checking
    • PO gives the green light to input the values in the EC portal
  – Scientific report
    • PO sends a Word template to all WP leaders
    • Each WP leader writes her/his WP report and send it back to the PO

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<table>
<thead>
<tr>
<th>WP</th>
<th>Beneficiary</th>
<th>Direct costs</th>
<th>Indirect costs</th>
<th>Total cost</th>
<th>Management</th>
<th>WP Personnel</th>
<th>Network Activity</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td></td>
<td></td>
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<td>WP2</td>
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<td>WP3</td>
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<td>WP4</td>
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<td>WP5</td>
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<td>WP6</td>
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<td></td>
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<tr>
<td>WP7</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WP8</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>WP9</td>
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<td></td>
</tr>
</tbody>
</table>

**Costs per WP and beneficiary during Period 1 (01 November 2016 - 30 April 2018)**

- **Direct costs**
- **Indirect costs**
- **Total cost**
- **Management**
- **WP Personnel**
- **Network Activity**
- **TOTAL**

**Notes:**
- First annual meeting, Athens, Greece - 18-19 October 2017
- Costs are broken down by WP and beneficiary during Period 1 (01 November 2016 - 30 April 2018).
- Various categories listed include Direct costs, Indirect costs, Total costs, etc.

**Table Summary:**
- The table provides a detailed breakdown of costs per WP and beneficiary.
- Each row represents a different WP or beneficiary, while columns outline various cost categories.
- The total cost per WP is calculated by summing direct and indirect costs.
- Management, WP Personnel, and Network Activity categories are also included for a more comprehensive analysis.

**Additional Notes:**
- Specific events are marked with dates:
  - First annual meeting, Athens, Greece - 18-19 October 2017
  - 19 October 2017
  - JRA1
  - JRA2
  - JRA3
  - JRA4
  - JRA5
- Conversion factors are provided for hours in person.months.
# Main differences FP7 / H2020

<table>
<thead>
<tr>
<th></th>
<th>FP7</th>
<th>H2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding rates for Research activities</td>
<td>75%</td>
<td>100%</td>
</tr>
<tr>
<td>Overhead/indirect costs</td>
<td>Different models (20%, 60% or actual)</td>
<td>25%</td>
</tr>
<tr>
<td>Audit certificates</td>
<td>All beneficiaries exceeding 375,000 EUR EU contribution - cumulative in periods</td>
<td>All beneficiaries exceeding 325,000 EUR EU contribution - only one at the end of the project</td>
</tr>
<tr>
<td>Adjusting of the yearly personnel costs</td>
<td>Possible</td>
<td>Not possible</td>
</tr>
<tr>
<td>Access cost reporting</td>
<td>All data centres</td>
<td>All centres managing central services (WP6 activity)</td>
</tr>
</tbody>
</table>
TIPs for reporting (1)

• Be as close as possible to what is defined in the Grant Agreement in terms of man/months per Work Package (WP)

• Involvement of partners per WP is well described in the GA and on the web site:
  – [https://www.seadatanet.org/About-us/SeaDataCloud/Activities/Partners-Work-Packages](https://www.seadatanet.org/About-us/SeaDataCloud/Activities/Partners-Work-Packages)
  – Details on m/m per partner and WP are in the GA
## TIPs for reporting (2) -

<table>
<thead>
<tr>
<th>Work package</th>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP1</td>
<td>MARIS and IFREMER only</td>
<td>TC and MM</td>
</tr>
<tr>
<td>WP1</td>
<td>Partners with AUDIT</td>
<td>OC for the Audit cost</td>
</tr>
<tr>
<td>WP2</td>
<td>All partners:</td>
<td>TC and MM</td>
</tr>
<tr>
<td></td>
<td>For participation to plenary and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>steering group meetings</td>
<td></td>
</tr>
<tr>
<td>WP3</td>
<td>All partners attending as <strong>trainee</strong></td>
<td>TC only</td>
</tr>
<tr>
<td>WP3</td>
<td>All partners organising or attending as <strong>trainers</strong></td>
<td>TC and MM</td>
</tr>
<tr>
<td>WP4</td>
<td>All partners</td>
<td>TC and registration costs for IMDIS 2018</td>
</tr>
</tbody>
</table>

TC = Travel Costs, MM= Man/Months, OC= Other Costs
### TIPs for reporting (3)

<table>
<thead>
<tr>
<th>Work package</th>
<th>Who</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP5</td>
<td>All data centres</td>
<td>MM</td>
</tr>
<tr>
<td>WP6</td>
<td>All centres managing central services</td>
<td>MM</td>
</tr>
<tr>
<td>WP7</td>
<td>Members of the Scientific committee</td>
<td>TC and MM</td>
</tr>
<tr>
<td>WP8, WP9, WP10</td>
<td>Members of the TTG</td>
<td>TC and MM</td>
</tr>
<tr>
<td>WP11</td>
<td>Regional product leader</td>
<td>TC and MM</td>
</tr>
<tr>
<td>WP11</td>
<td><strong>All data centres</strong></td>
<td>MM</td>
</tr>
</tbody>
</table>

TC = Travel Costs, MM= Man/Months, OC= Other Costs

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TIPs for reporting (4)

Subcontracting costs concern only 3 partners and the subcontractors that are declared in the Grant Agreement

– IFREMER ➔ INSTM, IOC/IODE, JCOMMOPS
– MARIS ➔ CSIRO
– OGS ➔ IMBK
First report to EC: financial report

First annual meeting, Athens, Greece - 18-19 October 2017

Step 1: End of RP
- Excel detailed Costs file
- Corrections of Excel detailed Costs file

Step 2: Day 45
- Financial reporting in EC - PP
- Corrections of financial reporting in EC-PP

Step 3

Step 4

Step 5: Day 60
- Electronic signature of financial report by Fsign

EC

Partner

Project office

Reminder + Empty Excel detailed cost file
- Corrections of Excel detailed cost file
- Validation of Excel detailed cost file
- Corrections of Financial reporting in EC-PP
- Validation of financial reports on EC-PP
- Final submission of complete report (financial + scientific) report on EC-PP

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First report to EC: Scientific report

2 month (=60 days) delay for reporting

End of RP | Day 1 to Day 50 | Day 50 to day 59 | Day 60

EC

Work Package leader

Project office

Reminder + template | Possible comments on the WP report | Compiled final report | Final report

Validation of final report

WP report using template