



Programme Management Requirements for Exploratory Research and VLD Projects

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Founding Members



List of topics covered

Programme Management Requirements for awarded Grants

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9. Periodic and Final Reporting
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Project Management Plan (1)

- The PMP is the first contractual deliverable
- It will provide additional details but shall never contradict the GA Annex 1 (Description of Action)
 - The GA will remain the contractual reference
- The PMP will be delivered by TO + 1
 - Following approval from all project beneficiaries
 - For acceptance by the SJU Programme Manager

Project Management Plan (2)

- The PMP will elaborate further some sections of GA Annex 1, addressing in particular :
 - Executive Summary
 - Introduction (including Scope & Objectives of the project)
 - Detailed Organisation (role allocations to named individuals)
 - GA Tables (with calendar dates) and Gantt Chart (+MS Project file)
 - Management Plan processes (to be elaborated based on H2020 & SESAR 2020 Programme Management Guidelines)
 - Risk and Issues Management Plan (+ refined Risks identification)
 - Communication Plan (refinement from GA, ref AMGA)
 - Dissemination & Exploitation Plan (refinement from GA, ref AMGA)
 - Security Plan (if applicable)
 - Ethics Requirements (if applicable)
 - References (H2020 + GA references)

Contractual Project Meetings

- The Kick-off Meeting
- The Project Intermediate Review meeting
 - Planned half-way through the Project
 - Will aim at steering the project to achieve the expected quality and maturity at the Close-out meeting
- The Project Close-out is organized at the end of the final reporting period, following the submission of :
 - All deliverables, including the Project Final Results Report
 - Aimed at assessing if the Project achieved its objectives
- The Project Gate (ER/IR or VLD Gate)
 - Co-located with the Project Close-out
 - Aimed at assessing the achieved maturity and the project readiness to move to the next stage

Usage of H2020 Participants Portal

All SESAR 2020 projects will have the obligation to use the H2020 Participants Portal for all project related activities:

- Submission of project contractual deliverables
- Periodic (Annual) Technical & Financial Reports
- Continuous Reporting (on Deliverables, Milestones, Risk & Issues, etc)
- Implementation of Ethics Requirements
- Requests for Changes and Amendments

Detailed guidance is provided on H2020 Online Manual

Communication, Dissemination and Exploitation Plans

They are required for:

- Ensuring awareness within the consortia about project progress and results
- Disseminating outside the consortia the key results (approach, technologies, etc.) generated during the project's lifetime
- Plan the Exploitation of the project results, in order to facilitate their successful handover to the Stakeholders

They will further elaborate the Plans provided in the GA

- Guidance is provided in the AMGA

Implementation of Ethics Requirements

When applicable (following the ethics review process) an Ethics Requirements Work Package will be included in the GA

- All identified Ethics requirements result into Ethics deliverables to be submitted by the project
- Their delivery date is set in the GA
- Refer to H2020 guidance on Ethics when finalising the Ethics deliverables

Submission & Assessment of Deliverables

All deliverables including the PMP will be handed over for SJU assessment by uploading them on H2020 Participant Portal.

The SJU aims to evaluate a deliverable within **60 days** from delivery.

Following the SJU assessment of a deliverable, the status will be defined on the Participants Portal as :

- **Accepted** (No Reservation)
- **Re-opened** (Reservations) : the project is requested to re-submit this deliverable based on the provided Assessment Report.
- **Rejected** (Critically deficient) : In this case the project is not expected to resubmit an improved version of the deliverable. There will be implications for the eligible cost of the grant execution.

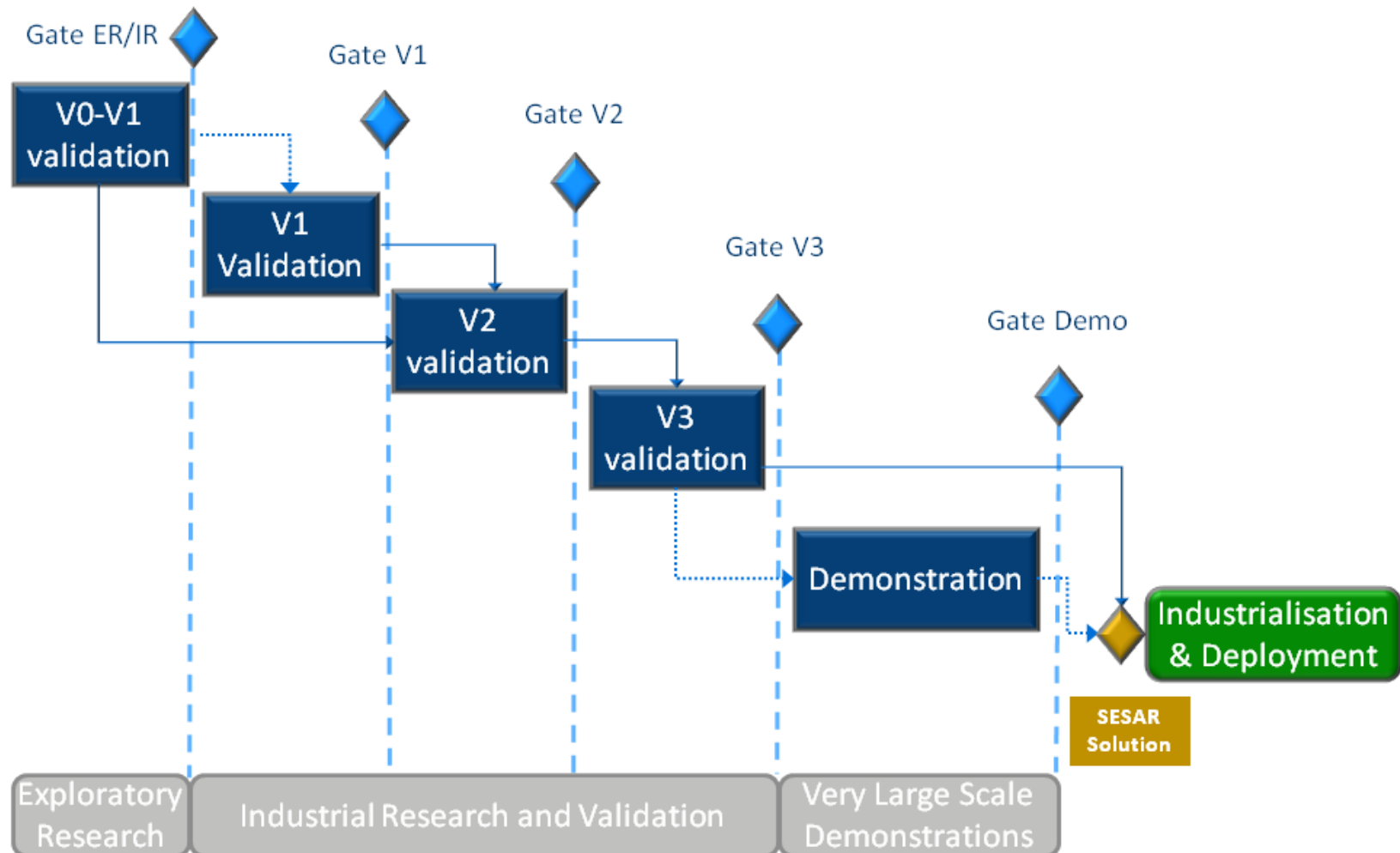
The status of the deliverable acceptance will be considered in the related Periodic & Final Technical/Financial Reports

Request for Amendments

Any contractual change on GA has to be duly justified and has to be requested by initiating an Amendment workflow in the H2020 Participants Portal.

- Amended provisions become an integral part of the Grant Agreement
- For H2020 policy on amendments, please refer to the H2020 Online Manual and to Article 55 of the Annotated Model Grant Agreement

ER/IR and VLD Gates within SESAR R&D Pipeline



Preparation to the Project Closeout & Gate meeting

- A **Final Project Results Report** will be delivered as an input to the Project Gate and Closeout meeting, respectively:
 - The Exploratory Research/Industrial Research Gate
 - The VLD Demonstration Gate
- It will cover all activities performed by the project
- It will be used to discuss the transition to subsequent development stages including a self-assessment of the TRL (Technology Readiness Level) achieved at the end of the project
- A template will be delivered by the SJU

Periodic & Final Technical / Financial Reports

A Periodic Technical and Financial Report shall be submitted via the H2020 Participant Portal

- every 12 months
- within 60 working days following the end of the Reporting Period
 - late submission -> late payment

A Final Technical and Financial Report must be delivered within 60 days from project completion

Guidance is provided in the H2020 Online Manual

Periodic Technical Report – Part A

The Periodic Technical Report - Part A includes:

- A Publishable Summary, including :
 - An Executive Statement on the progress made and key issues
 - Achievements made in the last reporting period, i.e. milestones, meetings, dissemination, and tasks key data
 - Main targets and events over the next reporting period
- A set of Tables to be filled on the Participants Portal, addressing issues related to the project implementation (e.g. Work Packages, Deliverables, Milestones, Risk a Issues etc.)

Periodic Technical Report – Part B

Part B of the periodic technical report provides the narrative part. It will include:

- Explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
- An overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any
- An update on Risks and Issues
 - Risks updated on Continuous Reporting , with related Severity and Probability
 - Issues (if any) with their impact, status and corrective actions

Part B needs to be uploaded as a **PDF document**

- Consistent with Part B Technical Report template
- This template will be provided by the SJU

Periodic Financial Report

A Periodic Financial Report shall be submitted via the H2020 Participant Portal jointly with the Technical Progress Report. It will consist of:

- Individual financial statements **for each beneficiary**
- Explanation of the use of resources and the information on subcontracting and in-kind contributions provided by third parties from each beneficiary for the reporting period concerned
- A periodic summary financial statement including the request for interim payment

Final Periodic Technical Report

The Final Technical Report (Part A and Part B) will provide:

- An overview of the project scope and objectives
- The achieved results and main conclusions, including a self-assessment of the TRL (Technology Readiness Level) achieved at the end of the project, supporting the claimed project readiness to transfer its results to the next R&I phase
- The performed communication and dissemination actions
- The Exploitation and follow-up activities proposed for the next stage of the R&I lifecycle
- The socio-economic impact of the project
- An up-to-date link to the project website
- Project logos, diagrams, photographs and videos illustrating its work (if available)

Can be derived from the Project Results Final Report)

Final Periodic Financial Report

The Final Financial Report will include:

- The final summary financial statement (automatically created by the system)
 - consolidating the data from all individual financial statements for all beneficiaries and linked third parties, for all reporting periods)
 - It constitutes the request for payment of the balance
- It must be accompanied by a certificate on the financial statements (one certificate per beneficiary/linked third party)

Specificities for VLD projects under open calls (1/4)

Safety requirements

- VLD projects should follow the following safety guidance to facilitate approval with the support of EASA:
 - SESAR Safety Reference material (SESAR Safety Reference Material, Guidance to Apply the SESAR Safety Reference Material);
 - Proof of concept (Final Guidance Material to Execute Proof of Concept).
- The Proof of Concept is a dedicated guidance stemming from Safety methodology.
 - It is a confidence building exercise that comes in addition to the traditional validation required prior to certification and implementation of new concepts or new technologies.
 - It has to be distinguished from operational live trials since it brings a new dimension of the validation: early operations with a significant scale environment.
 - It consists in an early operation of the SESAR Solutions making use of pre-operational or operational products (airborne and ground) in a real operational environment.

Specificities for VLD projects under open calls (2/4)

Safety requirements (continue)

- The use of pre-operational products can be envisaged, opening the door for tailored design solutions and tailored certification processes to support the demonstration. But in all cases, full compliance against relevant regulation has to be shown. A revenue flight with pre-operational airborne and/or ground products means that these products are “certified” against the applicable regulations.
- For the sake of convenience, EASA can facilitate the coordination of VLD approvals and Authorities involvement with the different Aviation Authorities (NAAs, NSAs CAAs):
 - Identifying specific applicable VLD requirements, means of compliance and guidance material
 - Facilitating coordination between the relevant Authorities during the different phases of the VLD, in particular during the preparation and the approval.

Specificities for VLD projects under open calls (3/4)

- **Link to standardisation and regulatory activities**

The airborne and ground systems should be based on existing standards and regulatory framework where applicable. In the case an update or amendments are envisaged to the standard or the regulation, the project should coordinate with the relevant standardisation body (e.g. EUROCAE, EASA, ICAO) and provide feedback and any relevant material (e.g. demonstration report) to the involved relevant group.

- **Performance framework**

The results of the projects should include an assessment of the performance benefits following the performance framework applicable within SESAR 2020 programme (methodology and indicators). Further details and supporting documents will be provided by the PM at the KoM.

- **Communication aspects**

Each VLD project shall develop and implement a robust communication plan as each SESAR labelled VLD platform should be considered as the global “vitrine” for European leadership in ATM. The key headline to articulate the communication plan is “seeing is believing”.

- **Efforts**

In addition to the resources required for the execution of the Projects activities, a need to support relevant coordination activities (e.g. input to standardisation bodies, link with regulatory authorities/EASA) should be identified and planned.

Specificities for VLD projects under open calls (4/4)

- For each VLD project awarded, the contractual deliverables are :
 - a publishable Demonstration Plan, to be delivered at T0+3;
 - project quarterly Progress Reports (every 3 months)
 - a publishable Demonstration Report to be delivered 2 months before the project closure.

Project Execution Guidance for SESAR 2020 ER & VLD Projects

- For the Exploratory Research Topics, refer to the “Project Execution Guidelines for SESAR 2020 Exploratory Research”:
http://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/jtis/h2020-guide-execution-2016-er-sesar-ju_en.pdf
- For the VLD Topics, please refer to the “*Project Execution Guidelines for SESAR 2020 VLD Demonstrations under Open Calls*”:
http://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/jtis/h2020-guide-execution-vld-sesar-ju_en.pdf

Additional Key References

- H2020 Online Manual:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- H2020 Annotated Model Grant Agreement:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf
- SJU Model Grant Agreement:
http://ec.europa.eu/research/participants/data/ref/h2020/other/mga/jtis/h2020-mga-er-sesar-ju_en.pdf
- Guidance How to complete your ethics self-assessment
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf



Thank you very much
for your attention!



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