MAGPie

SMART GREEN PORTS

TEMPLATES TO COLLECT REPORTING INFORMATION FOR PERIODIC

EC PROGRESS REPORTS

TEMPLATES TO COLLECT REPORTING INFORMATION FOR PERIODIC EC PROGRESS REPORTS
D1.3

GRANT AGREEMENT NO.	101036594
START DATE OF PROJECT	1 October 2021
DURATION OF THE PROJECT	60 months
DELIVERABLE NUMBER	D1.4
DELIVERABLE LEADER	Port of Rotterdam
DISSEMINATION LEVEL	PU
STATUS	2.0
SUBMISSION DATE	04-10-2023
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Modification Control

VERSION #	DATE	AUTHOR	ORGANISATION
V0.1	24-03-2022	MB Flikkema	Port of Rotterdam
V0.2	29-3-2022	MB Flikkema	Port of Rotterdam
V1.0	31-3-2022	MB Flikkema	Port of Rotterdam
V2.0	08-09-2023	R.Will	Port of Rotterdam

Release Approval

NAME	ROLE	DATE
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Arne-Jan Polman	Peer reviewer 1	29-3-2022
N/A	Peer reviewer 2	
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History of Changes

SECTION, PAGE NUMBER	CHANGE MADE	DATE
Front page	Added document title	08-09-2023
Page 5	Glossary	08-09-2023
Page 12,13,14,15,16	Updated figures and readability	08-09-2023

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Glossary

CINEA	Climate, Infrastructure and Environment Executive Agency
EC	European Commission
WP	Work Package

Executive Summary

MAGPIE will regularly report the project progress to the commission. According to the Grant Agreement this will be done every 18 months. Informal progress updates will be shared on an ad hoc basis with the Project Officer. Internally, MAGPIE will monitor the progress every 6 months through the steering committee and the Project Management Team keep a constant eye on the progress of the activities.

To collect input on the technical and financial progress templates have been prepared which are detailed in this deliverable. MAGPIE will continuously monitor the progress and collect input for the periodic reports. A distinction is made between collection of technical progress and financial reporting which will come together in the report to the EC.

1. Introduction

MAGPIE project is an international collaboration working on demonstrating technical, operational, and procedural energy supply and digital solutions in a living lab environment to stimulate green, smart and integrated multimodal transport and ensure roll-out through the European Green Port of the Future Master Plan and dissemination and exploitation activities. The consortium, coordinated by the Port of Rotterdam, consists of 3 other ports (DeltaPort, Sines and HAROPA), 9 research institutes and universities, 32 private companies, and 4 other institutes.

The project is divided in 10 main work packages which include energy supply chains, digital tools, 10 demonstrators for maritime, inland water, road, and rail transport, non-technological innovations, and the development of a Masterplan for European Green ports.

In Work Package (WP) 1 of the MAGPIE project, coordinator Port of Rotterdam covers the administrative and scientific coordination of the project. These activities include the day-to-day project management, administration, communication with CINEA, progress control, risk management and scientific coordination. For the latter a scientific coordinator has been appointed and quality assurance plans have been drafted in this deliverable.

Essential for publicly funded projects is proper reporting to the funding agency (CINEA) and the taxpayer. According to the Grant Agreement, MAGPIE partners will report financial and technical progress every 18 months MAGPIE will use the standard templates provided in the online manual[1]. In this deliverable the templates to collect the relevant information are discussed. Chapter 2 describes the templates for the technical report and Chapter 3 for the financial reports. Conclusions are drawn in Chapter 4.

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[1] https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867970

2. Technical reporting

Technical progress reporting in the period report is described in Part B (the narrative part). At the time of writing this deliverable there is no template for Part B available, it is however assumed that the layout is very close to the template used for Horizon 2020 period reports. Hence, the following main items will be included in Part B:

- Explanation of the work carried out per WP (WP leaders)
- Impact
- Update of plan for dissemination and exploitation
- Update of management plan
- Update of risk register (WP Leaders)
- Deviations from Annex 1
  - o Tasks (WP Leaders)
  - o Use of resources (All partners)

In the above it is indicated from which partners input is needed. If no type of partner is mentioned, this is the responsibility of the coordinator to provide the input. In the sections below the templates for collecting this input from these partners is detailed. The coordinator is responsible for collating the report and providing this to the portal, WP leaders will critically review the total report.

2.1 WP leader reporting

WP leaders play an important role in the period reports as they have a good overview of the progress in their respective Work Packages. In executing their role in providing input, they can in turn ask their WP partners for input, for instance asking demo leaders to write sections on their demo. In the sections below the input and the method of collecting the input is described.

Explanation of the work carried out per WP

Per WP a detailed report will be delivered which will be included in the period report as a section. The following topics will be covered:

- Objectives for this reporting period
- Description of work and tasks carried out and results for the period
- Deliverables
- Deviations from the plan and problems encountered
- Conclusion and outlook

The template to collect this information will be based on the final template for the period reporting provided by CINEA which is not available yet at the time of writing this deliverable.

Update of risk register

A risk register is continuously kept by the coordinator, this risk register is updated periodically based on input from the partner, specifically from the WP leaders. WP leaders will be asked to provide their input on changes in the risk register (new risks, status update of existing risks, and removing risks that have passed). Figure 1 and Figure 2 show the MAGPIE internal progress reporting templates. The input collected in these templates will

be used as basis for the update of the risk register. For the period report WP leaders will be asked to update the actual version risk register.

WP / Demo title: WP / Demo leader:			Reporting date:		
Activities since last meeting			**Planned activities until next meeting**		
Main Results			**Requirements from other WPs / Demos**		
Deviations from plan			**Risk status and updates**		
			#	Risk	P / I	Mitigation measure	Status / Update
			1				
			2				
			3				
			4				

Figure 1. MAGPIE WP and demo progress reporting template, part 1

WP / Demo title: WP / Demo leader:				Reporting date:			

EU Deliverable status				**EU Milestone status**			
D #	Title	Deadline	Status	MS #	Description	Deadline	Status
			Open / Complete / Delayed	1			Open / Complete / Delayed
			Open / Complete / Delayed	2			Open / Complete / Delayed
			Open / Complete / Delayed	3			Open / Complete / Delayed
			Open / Complete / Delayed	4			Open / Complete / Delayed

Internal deliverable status				**Internal Milestone status**			
D #	Title	Deadline	Status	MS #	Description	Deadline	Status
			Open / Complete / Delayed	1			Open / Complete / Delayed
			Open / Complete / Delayed	2			Open / Complete / Delayed
			Open / Complete / Delayed	3			Open / Complete / Delayed
			Open / Complete / Delayed	4			Open / Complete / Delayed

Figure 2. MAGPIE WP and demo progress reporting template, part 2

Deviations in tasks

Deviations in tasks is part of the WP update described in section 0 and will be summarised in the section on "Deviations from Annex 1". The template to collect this information will be based on the final template for the period reporting provided by CINEA which is not available yet at the time of writing this deliverable.

Deviations in effort

Deviations in effort per WP will be explained in the section on "Deviations from Annex 1". Those WPs where the effort deviates from a linear progress of the person month effort will provide a justification of the deviation. For those WPs where this is relevant input will be collected through direct contact with the WP leader.

2.2   Partner reporting

Collecting financial reports is described in Chapter 3 and financial reports should be reported in Part A. Part B however will include an explanation of the deviations. For those partners that significantly deviate from a linear progress of their costs an explanation will be added. For those partners input will be collected through direct contact, tailored to the needed input on the following topics:

- Person month effort: justification of deviation
- Average person month costs: justification of deviation
- Other direct costs: justification of deviation

- Subcontracting costs: justification of deviation
- Costs for internally invoiced goods and services: justification of deviation
- In-kind contributions of third parties: justification of deviation.

Additionally, all partners will get the opportunity to review the period report and provide additional input on the complete document.

3. Financial reporting

Financial reports must also be submitted to the European Commission (EC). The reports need to be submitted within 60 days following the end of each reporting period. For project management purpose every half year the beneficiary must submit an interim report to the coordinator.

3.1   Interim reports

Every half year the beneficiary gives an update to the coordinator in the provided templates about the high level realized costs. Each beneficiary will receive a notification by the coordinator a month prior to the internal deadline. The interim reports will be replaced by the periodic report and final report when the deadline occurs on the same time. The interim reports provide overall information of the consortium to the coordinator of the realized costs and will not be reported to the EC. The main goal of the internal reporting is to have an overview over the realization of costs for project management purposes. The beneficiary will provide information about the realized costs of the:

- Personnel costs;
- Person month per work package.
- Subcontracting;
- Other direct costs.

Figure 3 sets out a Gantt chart regarding the interim, periodic and final reports.

Figure 3. Interim, periodic and final reporting GANTT chart

TASK	ASSIGNED TO	START	END
Reports			
Interim report 1	Partners and coordinator	1-Oct-21	30-Apr-22
Review interim report 1	Coordinator	1-May-22	31-May-22
Interim report 2	Partners and coordinator	1-Apr-22	31-Oct-22
Review interim report 2	Coordinator	1-Nov-22	30-Nov-22
Periodic report 1	Partners and coordinator	1-Oct-23	30-Apr-23
Review and submission periodic report 1	Coordinator	1-May-23	30-May-23
Interim report 3	Partners and coordinator	1-Apr-23	31-Oct-23
Review interim report 3	Coordinator	1-Nov-23	30-Nov-23
Interim report 4	Partners and coordinator	1-Oct-23	30-Apr-24
Review interim report 4	Coordinator	1-May-24	31-May-24
Periodic report 2	Partners and coordinator	1-Apr-23	31-Oct-24
Review and submission periodic report 2	Coordinator	1-Nov-24	29-Nov-24
Interim report 5	Partners and coordinator	1-Oct-24	30-Apr-25
Review interim report 5	Coordinator	1-May-25	31-May-25
Interim report 6	Partners and coordinator	1-Apr-25	31-Oct-25
Review interim report 6	Coordinator	1-Nov-25	30-Nov-25
Interim report 7	Partners and coordinator	1-Oct-25	30-Apr-26
Review interim report 7	Coordinator	1-May-26	31-May-26
Final report	Partners and coordinator	1-Oct-24	31-Oct-26
Review and submission final report	Coordinator	1-Nov-26	29-Nov-26

3.2   Periodic reports

The periodic report must contain a technical report and a financial report. The report must be submitted in the funding & tenders portal of the EC by each project partner. The coordinator will review the submitted reports and submit all the period reports to the EC.

Final report

The beneficiary must submit the final report within 60 days following the end of the last reporting period. The final report must contain a technical report and a financial report. The report must be submitted in the funding & tenders portal of the EC. The coordinator will review the submitted reports and submit all the final reports to the EC. A 'final financial report' containing:
• a final summary financial statement: created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance
 • a certificate on the financial statements for each beneficiary and for each linked third party, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices

Project management tool

With support from FFIQS Port of Rotterdam set up a project management tool for the reporting. All, interim, periodic and final reports will be registered in this tool. This tool is still under construction and the details will be finalised by the 10th of April. The main changes that will take place before the 10th of April:

- An overview of the budgeted effort will be added.
- An overview of the budgeted budget will be added
- A dashboard with the overall budget versus the realized costs per partner for monitoring purposes.

Below some print screens of the reporting templates are shown.

1. Each project partner will receive an email with a notification for the reporting deadline, see Figure 4.
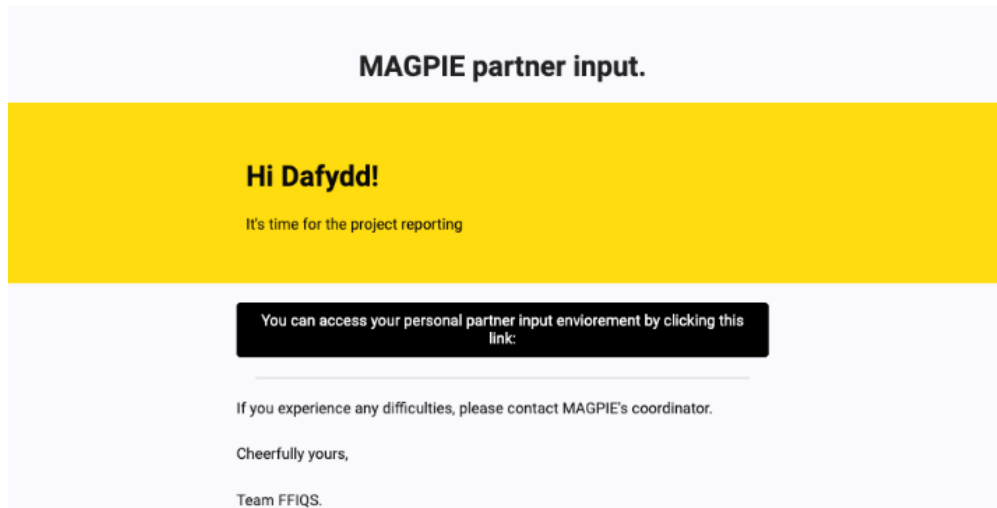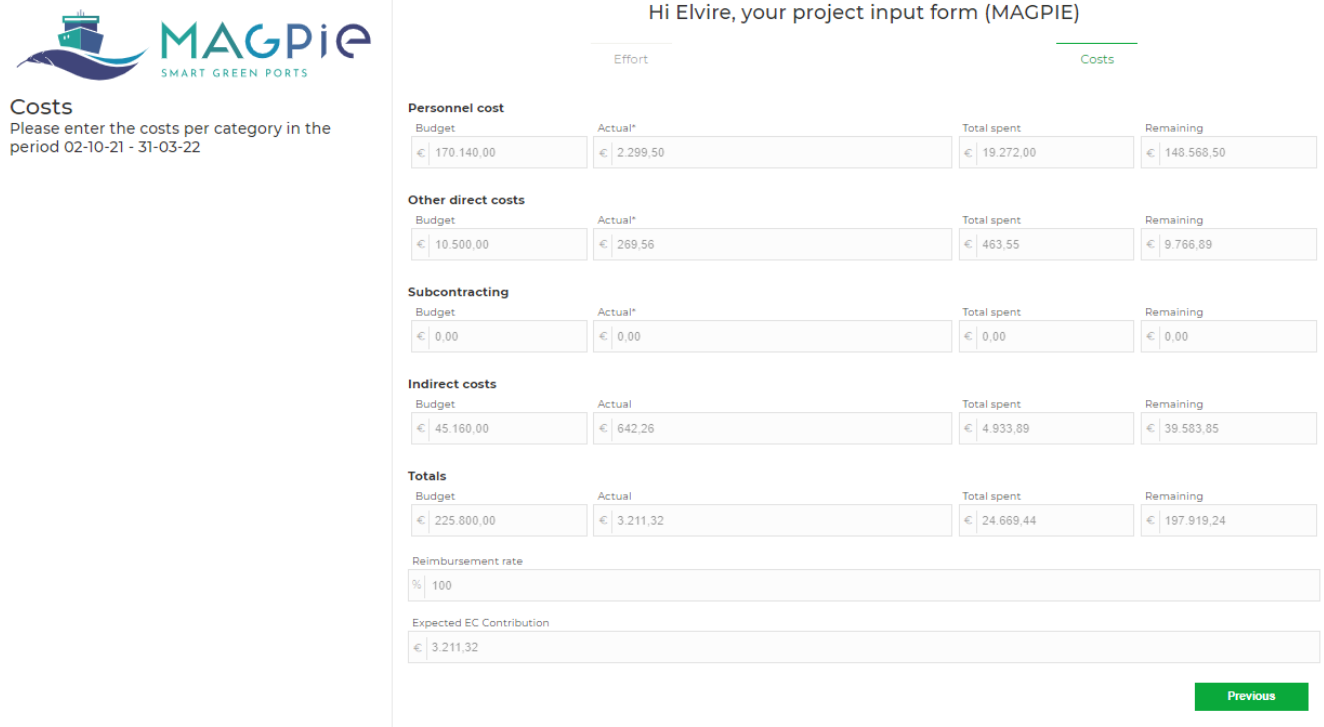

Figure 4. Notification for partner input

2. The project partner must submit their effort during the last reporting period as shown in Figure 5.

Figure 5. Reporting tool input screen

3. Each project partner must submit their incurred costs over the last reporting period as shown in Figure 6.

Figure 6. Reporting tool costs input screen

4. After submitting the numbers the overview will be saved and the project partner can close the screen shown in Figure 7.

Figure 7. Reporting tool save and close screen

4. Conclusions

MAGPIE has in place templates to collect input for periodic reporting of the project progress to the European Commission. Internal progress reporting is done every 6 months while period reporting to the EC is every 18 months. With this, MAGPIE will continuously monitor the progress and collect input for the periodic reports. A distinction is made between collection of technical progress and financial reporting which will come together in the report to the EC.

Annex 1: Contribution to the Knowledge Portfolio

N/A

Background - Title / Responsible[2] Name	
Owner(s)	Partner Name(s)/third party rights, if applicable
Nature	Patent, design, software, etc.
Registration/Protection	Patent number or patent application number, copyright (year, etc), version N° (for s/w), etc.
Description	Description of background
Access conditions for research in the project / Limitations	Description of the access conditions, in particular: If a request in writing is needed and if access is conditional upon a specific licence agreement If limited to a WP
Access conditions for Use / Limitations	Description of the access conditions for use including for further research, internal usage and/or commercial usage
Licensees in the project	Names of the licensees - 1st set
	Date of allocation
	Type of licence/specific access rights granted
	Signature of parties (optional)
	Names of the licensees - 2nd
	Date of allocation
	Type of licence/access rights granted
	Signature of parties (optional)
Licensees for use	Names of the licensees - 1st set
	Date of allocation
	Type of licence
	Signature of parties (optional)
	Names of the licensees - 2nd set
	Date of allocation
	Type of licence
	Signature of parties (optional)

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[2] Responsible means the organisation in charge of handling the IPR attached to the Background.

Exploitable Foreground	
Type of exploitable foreground	Please select: • General advancement of knowledge • Commercial exploitation of R&D results • Exploitation of R&D results via standards • Exploitation of results through EU policies • Exploitation of results through (social) innovation
Exploitable Foreground (description)	1. Identify the task, WP where the Knowledge has been produced 2. Description of the Foreground 3. Background required to use the Foreground
Confidential	Yes / No
Foreseen embargo date	DD-MM-YYYY
Exploitable product(s) or measure(s)	
Sector(s) of application	
Timetable for commercial use or any other use	
Patents or other IPR exploitation (licenses)	
Owner & Other Beneficiary(s) involved	

All fields must be filled

Patents, Trademarks, Registered designs, etc.	
Type of IP rights*	Please select: Patents / Trademarks / Registered Designs / Utility Models / Others
Application reference(s) (e.g. EP123456)*	
Subject or title of application*	
Confidential*	Yes / No
Foreseen embargo date	DD-MM-YYYY
Applicant(s) as on the application*	
URL of application	(Mandatory for Patents)

*Mandatory fields