



# Administrative Aspects of Project Implementation and Reporting EU4Health Programme (AWP2021-2023)

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- TECHNICAL IMPLEMENTATION – *continuous reporting*
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# Grant Agreement - structure

- Terms and Conditions

- Annexes

1. Description of the Action (DoA, Part A)

1. Description of the action (DoA part B Annex - Detailed Budget Table)

1. Description of the Action (DoA, Part B)

2. Estimated budget for the action

- 2a. Additional information on unit costs and contributions

3. Accession Forms

4. Model for the financial statements

5. Specific rules

**Important to have  
the latest version  
of the DoA!**

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# ELECTRONIC GRANT MANAGEMENT SYSTEM

**RESEARCH & INNOVATION**  
Grant Management Services

European Commission

Help

**MY PROJECT**

Launch new interaction with the EU +

**Periodic Reporting**

01 Nov 2022 03 Feb 2023 (29/35 days)

Draft Submitted Observations Paid

Upload and Submit your Observations on

Interim Payment by other beneficiaries

Process documents

Process communications

Process history

**Continuous Reporting**

26 Sep 2022

Started Completed

Continuous reporting data

Process documents

Process communications

Process history

H2020 ONLINE MANUAL

ONLINE MANUAL

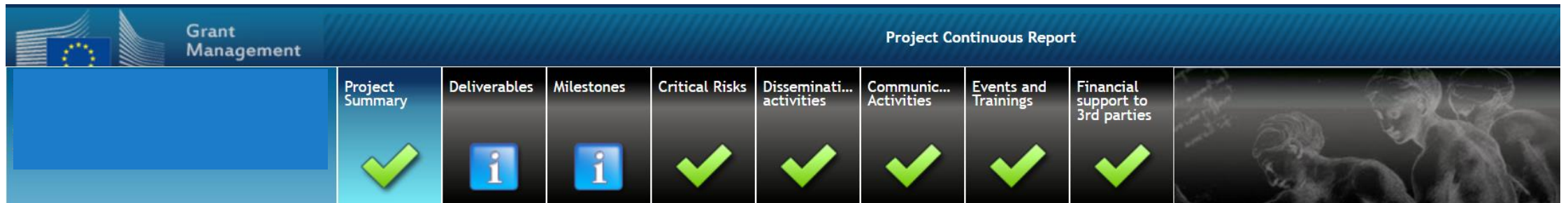
HOW TO

## Funding & Tenders portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



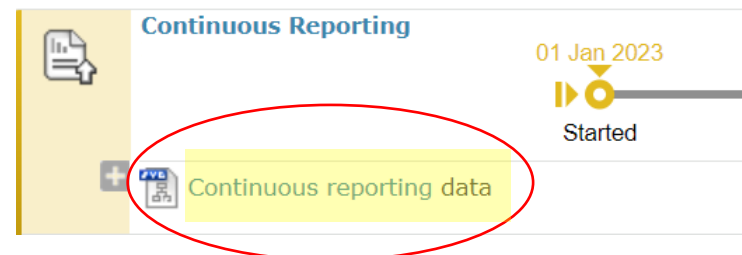
# Continuous Reporting



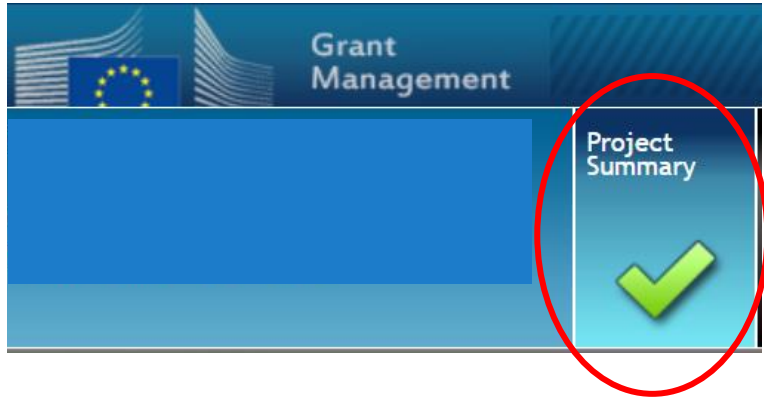
On-going process:

- Continuous update of Summary for publication
- Uploading of deliverables
- Monitoring/reporting on milestones and critical risks (foreseen & unforeseen)
- Reporting on Communication and Dissemination activities
- Reporting on Events and Trainings

Accessible through F&T Portal:



# Project Summary



Must be suitable for **direct publication** by the Granting Authority

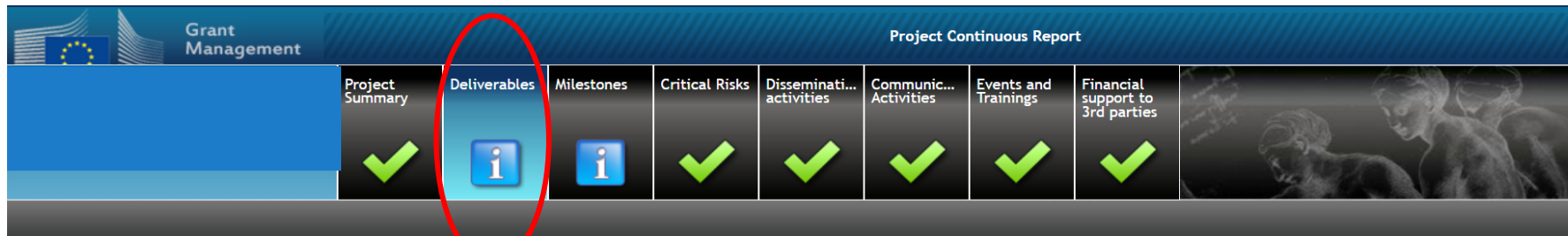
Ensure to include:

- Summary of the action context and objectives
- A description of the work performed and main results achieved
- A description of the expected final results and their potential impact and use (if possible beyond the duration of the project)

⚠ A separate summary should be provided for each reporting period



# Deliverables



## Deliverables and Other Reports

**i** For each Deliverable, a single file (max 52MB) can be uploaded

▼ Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public – fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive – limited under the conditions of the Grant Agreement

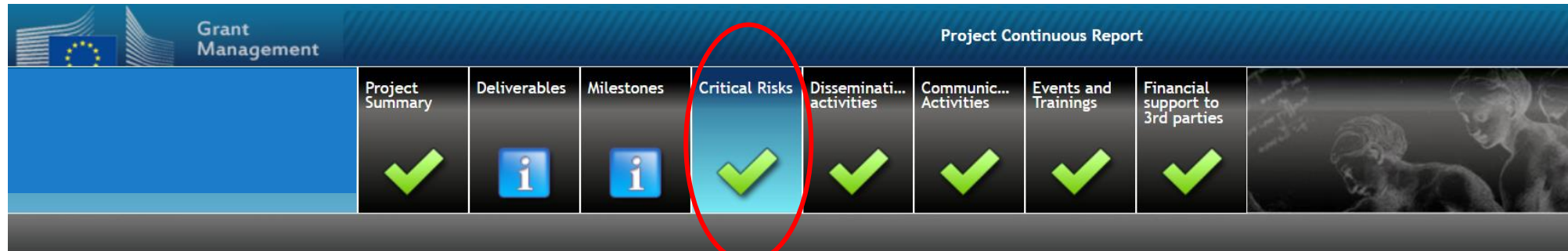
EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

# Milestones



## Milestones

# CRITICAL RISKS



Grant Management		Project Continuous Report						
Project Summary	Deliverables	Milestones	Critical Risks	Dissemination activities	Communication Activities	Events and Trainings	Financial support to 3rd parties	
✓	i	i	✓	✓	✓	✓	✓	

Critical Implementation Risks and Mitigation Actions

## Critical Risks

- **Foreseen Risks** (Annex 1, Part A of the GA) – to be documented, when occurring, with evidence of the undertaken counteracting/mitigation actions
- **Unforeseen Risks** (risks detected after the Grant Agreement Preparation) – to be added and documented, when occurring, with evidence of the undertaken counteracting/mitigation actions

# Dissemination activities

Grant Management | Project Continuous Report

Project Summary	Deliverables	Milestones	Critical Risks	Dissemination activities	Communic... activities	Events and Trainings	Financial support to 3rd parties
✓	i	i	✓	✓	✓	✓	✓

## Dissemination Activities

There is no dissemination activity for this project yet  
 List the dissemination activities carried out in the context of the project.  
 Include dissemination activities mentioned in the proposal and new ones.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience Reached	Why? Description of the objective(s) with reference to a specific project output (max 200 characters)	Status of the dissemination activity
-----------------------------	--------------------------------------	------------------------------	---	--------------------------------------

**Add dissemination activity**

Dissemination activity name \*

What? Type of dissemination activity \*

Who? Target audience Reached \*  Research communities  
 Industry, business partners  
 Innovators  
 Investors  
 International organisation (UN body, OECD, etc.)  
 EU Institutions  
 National authorities  
 Regional authorities  
 Local authorities  
 Civil society  
 Citizens  
 Specific end user communities  
 Other

Why? Description of the objective(s) with reference to a specific project output (max 200 characters) \*

Status of the dissemination activity \*

\* mandatory fields

# Communication activities

Grant Management | Project Continuous Report

Project Summary ✓ | Deliverables ⓘ | Milestones ⓘ | Critical Risks ✓ | Disseminati... activities ✓ | **Communic... Activities ✓** | Events and trainings ✓ | Financial support to 3rd parties ✓

## Communications Activities

There are no communication activities for this project yet

Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.

List the communication activities carried out in the context of the project. Use the same labels used in your DEC plan.

Communication Activity Name	Description	Who? Target audience	How? Communication channel	Outcome	Status
-----------------------------	-------------	----------------------	----------------------------	---------	--------

Communication Activity Name \* ⓘ Communication Activity

Description \*  
Communication Activity description

Who? Target audience \* INVESTORS

How? Communication channel \* INTERVIEW

Outcome \* ⓘ 10

Status \*  
ONGOING  
CANCELLED  
DELIVERED  
ONGOING  
POSTPONED

\* mandatory fields

# Events and trainings

Grant Management Project Continuous Report

Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to third parties

## Events and Trainings

There is no event and training for this project yet

Participant name	Description Name	Description Type	Description Area	Description Location	Description Duration (days)	Male Attendees	Female Attendees	Non-binary Attendees	Total Attendees

**Participant of the event or the training**

Legal Name

PIC

**Description of the event or the training**

Name

Type

Area

City

Country

Duration (in days)

**Attendees**

Male

Female

Non-binary

\*mandatory fields

OK Cancel

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# REPORTING — PAYMENT REQUESTS

## Reporting periods

The action is divided into ‘**reporting periods**’, which are specified in the Grant Agreement:

- **RP1**: from month X to month X
- **RP2**: from month X to month X

(Art 21)

**The coordinator must submit to the Agency the technical and financial reports.**

These reports include requests for payment and must be drawn up using the **forms and templates provided in the electronic exchange system within 60 days** following the end of the reporting period.

# REPORTING — PAYMENT REQUESTS



EU4Health Programme (EU4H)

Periodic Report

Technical Report (Part A)  
Technical Report (Part B)  
Financial Report

Version 1.0  
01 April 2022

The **periodic report** includes:

## (a) Technical Report

- **Part A**, generated by the IT system, based on data from continuous reporting modules (e.g. deliverables, milestones)
- **Part B**, the narrative part on the explanation of the work carried out, including deviations, to be uploaded as PDF. It must be prepared using the template available in the Portal Periodic Reporting tool

## (b) Financial Report:

- the financial statements (for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (CFS - if threshold is reached)



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# Amendments 1/3

## *39.1 Conditions*

The Agreement **may be amended**, unless the amendment entails changes to the Agreement which would call into question the **decision** awarding the grant or breach the principle of **equal treatment** of applicants. Amendments may be **requested** by **any of the parties**.

## *39.2 Procedure*

The party requesting an amendment must submit a **request signed directly in the F&T Portal**.

**The request for amendment must include:**

- the reasons why
- the appropriate annexes and supporting documents
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request **additional information**.

# Amendments 2/3

The **coordinator** submits and receives requests for amendment on behalf of the beneficiaries.

Process & timelines:

- If the party receiving the request agrees, it must **sign the amendment in the tool within 45 days** of receiving notification (or any additional information the granting authority has requested).
- If it does not agree, it must formally notify its disagreement within the same deadline.
- The deadline may be extended, if necessary for the assessment of the request.
- If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

Get ready > Launch amendment > Amendment preparation > Consult Commission > Sign&Submit > Assessment > Countersign

# Amendments 3/3

## Typical cases when amendment is necessary:

- Beneficiary terminates its participation and leaves the consortium
- New beneficiary joins the project consortium
- Change / extension of duration
- Change of Annex 1 – description of the action (without changing the scope of the action)
- Addition of new subcontracting item
- Change of reporting scheme
- Change of bank account

→ Proactively consult your Project Officer before officially launching the GA amendment request

## Typical cases, when amendment is not necessary:

- Change of legal representative or any other administrative details (name, address, legal form)
- Budget adjustments, except introducing new items under subcontracting

→ budget adjustments need justification in periodic reporting!

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# Consortium Agreement

Arrangements between beneficiaries must be set out in **Consortium Agreement** (a contract between the beneficiaries). It defines:

- internal rules and relationships
- distribution of EU funding and financial responsibilities
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- confidentiality arrangements between the beneficiaries.

**The consortium agreement must not contain any provision contrary to the Grant Agreement!**

# Roles and responsibilities towards the Agency

- The beneficiaries have **full responsibility for implementing the action and complying with the Agreement.**
- The beneficiaries are **jointly and severally liable** for the technical implementation of the action as described in Annex 1.

*If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment).*

# Responsibilities of the *Project Coordinator*:

- **Monitor** that the action is implemented properly
- Act as **intermediary** for all communications between the consortium and the Agency:
  - Request and review any documents or information required and verifying their quality and completeness before passing them on to the Agency
  - Submit deliverables and reports to the Agency
  - Inform the Agency about the payments made to the other beneficiaries, if required
- **Distribute the payments** received from the granting authority to the other beneficiaries without unjustified delay



# Responsibilities of *Each Beneficiary*:

- **Keep information** stored in the Portal Participant Register up to date
- **Inform the granting authority** (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action
- **Submit** to the coordinator **in good time**:
  - The financial statements and certificates on the financial statements (CFS), if required
  - The contributions to the deliverables and technical reports
  - Any other documents or information required by the Agency under the agreement
- Submit via the Portal data and information related to the participation of their **affiliated entities**.

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# Communication, Dissemination and Visibility

## *Article 17.1 Communication — Dissemination – Promoting the action*

The beneficiaries must **promote the action and its results to multiple audiences** (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a **major media impact**, the beneficiaries must inform the granting authority.

## *Annex 5 Communication and dissemination plan*

The beneficiaries must provide a **detailed communication and dissemination plan**, setting out the objectives, key messaging, target audiences, communication channels, social media plan, planned budget and relevant indicators for monitoring and evaluation.

# Communication, Dissemination and Visibility

The beneficiaries must engage in the following activities:

- **present the project** on the beneficiaries' websites or social media accounts.

We encourage using:

**Hashtags:** #HealthUnion #EU4Health ; **Twitter tags:** @EU\_Health @EU\_HaDEA

- for actions involving **publications and/or public events:** mention the action, the European flag and funding statement

## 17.3 Quality of information — Disclaimer

**Any communication or dissemination activity** related to the action must indicate the following **disclaimer** (translated into local languages where appropriate):

*Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or HaDEA. Neither the European Union nor the granting authority can be held responsible for them.*

=> We suggest you to follow the Health Policy Platform and their newsletter, and to promote project communication material such as newsletters through the platform.

# Communication, Dissemination and Visibility

## Visibility — European flag and funding statement (Article 17.2)

- Communication and dissemination activities must:
  - **acknowledge EU support**
  - **display the European flag (emblem) and funding statement**
- The emblem must remain **distinct and separate** and cannot be modified
- The emblem must be displayed at least as **prominently** and **visibly** as any other logos used.
- **No other visual identity or logo** may be used to highlight the EU support



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union




Co-funded by the  
European Union

EU emblem available at:

[http://europa.eu/european-union/about-eu/symbols/flag\\_en](http://europa.eu/european-union/about-eu/symbols/flag_en)

# USEFUL INFORMATION

- Key-information are available in the [Annotated Model Grant Agreement](#)
- Further information is available online ([online manual](#),  )
- [Funding & Tender Portal](#)
- Reference documents are available [here](#) (select programme/programme period)
- [IT Helpdesk](#) (for any technical issues)
- [HaDEA website](#)
- [EU Health Policy Platform](#)

→ In case of uncertainty:  
Please contact your Project Officer/Adviser in HaDEA  
through the project Coordinator!

# Thank you



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