



BATTERIES EUROPE

BATTERIES EUROPE SECRETARIAT

D1.1 – Project Management Plan

Work Package 1 – Coordination and Project Management

Task 1.1 – Project Coordination

Due date of deliverable: 31 July 2022

Actual submission date: 29 July 2022

Project Acronym	BEST
Call	HORIZON-CL5-2021-D2-01
Grant Agreement No.	101069676
Project Start Date	01-05-2022
Project End Date	30-04-2025
Duration	36 months

INFORMATION

Written by	Maria Laura Trifiletti (ZAB BE)	2022-06-28
Checked by	Alessandro Romanello (IE)	2022-07-01
Reviewed by	Spyridon Pantelis (EERA)	2022-07-28
Approved by	Alessandro Romanello (EITInnoEnergy) – Project Coordinator	2022-07-30
Status	PU	

DISSEMINATION LEVEL

CO	Confidential	
CL	Classified	
PU	Public	x

VERSIONS

Date	Version	Author	Comment
28-06-2022	1.0	Maria Laura Trifiletti	The first draft
01-07-2022	2.0	Alessandro Romanello	Updated version
28-07-2022	3.0	Spyridon Pantelis	Final review
30-07-2022	FINAL	Maria Laura Trifiletti and Alessandro Romanello	Final and submitted version



ACKNOWLEDGEMENT



Batteries Europe Secretariat is a EU-funded project that has received funding from the European Union’s Horizon Europe Research and Innovation Programme under Grant Agreement N. 101069676.

DISCLAIMER

The sole responsibility for the content of this report lies with the authors. It does not necessarily reflect the opinion of the European Union. The European Commission is not responsible for any use that may be made of the information contained therein.

While this publication has been prepared with care, the authors and their employers provide no warranty with regards to the content and shall not be liable for any direct, incidental or consequential damages that may result from the use of the information or the data contained therein.



ABBREVIATIONS AND ACRONYMS

AE	Affiliated Entity
BEN	Beneficiary
CFS	Certificate on the financial statement
CO	Confidential
COO	Coordinator
CoCo	Coordinator Contact
DoA	Description of Action
EC	European Commission
EU	European Union
F2F	Face to Face
FAIR	(data) findability, accessibility, interoperability, and reusability
FSIGN	Financial Statement Authorized Signatory
GenAss	General Assembly
GA	Grant Agreement
IPR	Intellectual Property Rights
LSIGN	Legal Statement Authorised Signatory
M	Month
PC	Project Coordinator
PaCo	Participant Contact
PCoCo	Primary Coordinator Contact
PF	Pre-Financing
PFSIGN	Project Financial Signatory
PLSIGN	Project Legal Signatory
PU	Public
RP	Reporting Period
TaMa	Task Manager
TeMe	Team Member
WP	Work Package



CONTENTS

1.	INTRODUCTION	9
1.1	PURPOSE.....	9
1.2	RELATION TO OTHER PROJECT DOCUMENTS.....	9
2	PROJECT BASIS.....	10
2.1	PARTICIPANTS.....	10
2.2	INTERNAL COMMUNICATION WITHIN THE CONSORTIUM.....	11
2.3	GRANT AGREEMENT.....	11
3	PROJECT STRUCTURE.....	12
3.1	WORK PACKAGES LIST / OVERVIEW.....	12
3.2	PROJECT DURATION	13
3.3	BUDGET	13
4	GOVERNANCE STRUCTURE.....	15
4.1	PROJECT COORDINATOR	16
4.2	WORK PACKAGE LEADERS.....	16
5	PROJECT REPORTING OBLIGATIONS.....	18
5.1	DELIVERABLES	18
5.1.1	SUBMISSION OF DELIVERABLES	21
5.2	PERIODIC REPORTS.....	24
5.2.1	TIME LIMIT FOR SUBMISSION OF PERIODIC AND FINAL REPORTS.....	25
5.2.2	CONTENT OF PERIODIC REPORTS.....	25
5.2.3	ELECTRONIC SUBMISSION OF PERIODIC REPORTS.....	26
5.2.4	DATA COLLECTION FROM BENEFICIARIES AND ROLES.....	26
5.3	REPORT ON THE DISTRIBUTION OF PAYMENTS TO THE BENEFICIARIES.....	27
5.4	CONTINUOUS REPORTING MODULE.....	27
5.4.1	DATA COLLECTION FROM BENEFICIARIES AND ROLES.....	27
6	PROCEDURES.....	28
6.1	CONFLICT RESOLUTION	28
6.2	RISK MANAGEMENT	28
6.3	VOTING RIGHTS AND QUORUM.....	28
6.4	DISSEMINATION OF RESULTS – OPEN ACCESS – VISIBILITY OF EU FUNDING	28
6.4.1	DISSEMINATION OF RESULTS	28



6.4.2	OPEN ACCESS.....	29
7	FUNDING & TENDERS PORTAL ROLES	30
7.1	MAIN ROLES AND ACCESS RIGHTS	30
8	INFORMATION MANAGEMENT	32
8.1	INFORMATION FLOWCHART	32
8.2	PERIODIC AND FINAL REPORTS	32
8.3	FINANCIAL INFORMATION – REPORTING COSTS	32
8.3.1	COMPLETION OF THE COST STATEMENT.....	32
8.4	ELECTRONIC SIGNATURE OF THE FINANCIAL STATEMENT	33
8.4.1	HEU ELIGIBLE COSTS AND COST CATEGORIES.....	34
8.4.2	DETAILS ABOUT THE NATURE OF COSTS TO SUBMIT.....	34
8.5	CERTIFICATE ON THE FINANCIAL STATEMENTS (CFS)	35
8.6	DOCUMENTATION TO BE KEPT – SUPPORTING DOCUMENTS OF COSTS CLAIMED.	35
8.7	PAYMENTS.....	36
9	9. DOCUMENT HANDLING.....	38
9.1	DOCUMENT HANDLING – TEAMS.....	38
9.1.1	REPOSITORY.....	38
9.1.2	DEFINITION FOR FILE NAMING: JOINT WORKING IN DELIVERABLES.	38
9.2	DELIVERABLE NUMBERING SYSTEM – FINAL VERSION TO SUBMIT TO THE COMMISSION..	38
9.3	LANGUAGE	39
9.4	DOCUMENT TEMPLATES	39
10	PROJECT CHANGES AND POTENTIAL PROBLEM AREAS	40
10.1	CHANGES IN THE PROJECT: AMENDMENTS / INFORMATION LETTERS	40
	ANNEX 1 – BEST Contact list.....	41

LIST OF TABLES

Table 1 - Characteristics of the WPs.....	13
Table 2 - WP leaders.....	17
Table 3 - BEST’s Deliverable List.....	20
Table 4 - Deliverable reviewers table.....	24
Table 5 - Responsible and timeline for BEST Reporting.....	27
Table 6 - Funding & Tenders Portal.....	33

LIST OF FIGURES

Figure 1 - BEST overall approach.....	12
Figure 2 - Grant Agreement page in the Funding & Tenders Portal.....	14
Figure 3 - Funding & Tenders Portal roles.....	31



EXECUTIVE SUMMARY

The BEST Consortium agreed on several procedures and processes summarised in this Project management Plan to ensure a smooth management of the project itself, an excellent quality and progress of the work and to have a clear and agreed overview of the most relevant managerial aspects of the project, along with the rules and responsibilities of the project partners.

This document contains all information related to the management strategy, structure of the consortium, reporting rules, guidelines and templates to be used for technical and financial reports, publication procedures, presentation standards for deliverables and reports to the EC, payment procedure plan and calendar, etc.

Finally, the purpose of this guide is to clarify legal and financial aspects of the Grant Agreement and Consortium Agreement that may need to be further explained to the beneficiaries.

One annex is included and will be periodically updated across the project's lifetime:

ANNEX I: BEST Contact List

1. INTRODUCTION

1.1 PURPOSE

The aim of BEST’s Project management plan is to give a quick overview of the most relevant managerial aspects of the project, setting the rules and responsibilities of the partners aimed at ensuring an excellent quality and progress of the work.

This document summarises all the required knowledge for the good management of the documentation of the project and contains all information related to the management strategy, structure of the consortium, reporting issues, templates to be used, publication procedures, etc.

Furthermore, the purpose of this guide is to clarify legal and financial aspects of the Grant Agreement and the Consortium Agreement that may need further explanations to beneficiaries.

This guide is a ‘living’ document and will be modified periodically according to the project’s needs. If needed, this document will be updated and extended, through the lifecycle of the BEST project, including relevant issues and changes in the project or relevant procedures. Every time the document is updated, all the partners will be duly informed about the updates and the changes made with respect to the previous version.

1.2 RELATION TO OTHER PROJECT DOCUMENTS

In the event of discrepancy between documents, this Project management plan is overruled by the Grant Agreement including its Annexes and the Consortium Agreement.



2 PROJECT BASIS

2.1 PARTICIPANTS

The beneficiaries or Project Participants of BEST are listed in the Grant Agreement, in the Consortium Agreement, and presented in the following list:

Number	Role	Short name	Legal name	Country	PIC
1	COO	KIC SE	KIC INNOENERGY SE	NL	960652402
2	BEN	ZABALA BRUSSELS	ZABALA BRUSSELS	BE	908114874
2.1	AE	ZAB INNOVATION	ZABALA INNOVATION CONSULTING, S.A.	ES	996410094
3	BEN	EERA	ALLIANCE EUROPEENNE DE RECHERCHE DANS LE DOMAINE DE L'ENERGIE	BE	922059885
4	BEN	VDI/VDE-IT	VDI/VDE INNOVATION + TECHNIK GMBH	DE	999731568
5	BEN	SINTEF	SINTEF AS	NO	910945140
6	BEN	INSTM	CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	IT	999991237
6.1	AE	UNIMIB	UNIVERSITA' DEGLI STUDI DI MILANO- BICOCCA	IT	999923531
6.2	AE	UNIPV	UNIVERSITA DEGLI STUDI DI PAVIA	IT	999893752
6.3	AE	POLITO	POLITECNICO DI TORINO	IT	999977754
7	BEN	CIC ENERGIGUNE	CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA	ES	962434389
8	BEN	SINTEF ENERGI	SINTEF ENERGI AS	NO	999513221
9	BEN	ENEA	AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	IT	999988521
10	BEN	CLERENS	I.C. BELGIUM SCRL	BE	895786562
11	BEN	EASE	EUROPEAN ASSOCIATION FOR STORAGE OF ENERGY	BE	920210386

New contacts, changes and / or corrections to the list of contacts should be addressed to ZABALA in order to keep updated the contact details of beneficiaries involved.



D1.1 – “Project Management Plan”

PU

2.2 INTERNAL COMMUNICATION WITHIN THE CONSORTIUM.

The day-to-day communication within the consortium is done via e-mail.

All partners will communicate to ZABALA mtrifiletti@zabala.eu the contacts to add or replace in the contact list. The overall distribution lists will be managed by ZABALA.

2.3 GRANT AGREEMENT

Grant Agreement No101069676 - **BEST** and the following annexes form an integral part of the grant agreement:

- Annex 1 Description of the action1
- Annex 2 Estimated budget for the action
- Annex 2a Additional information on unit costs and contributions (if applicable)
- Annex 3 Accession forms (if applicable)
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable) for the certificate on the methodology

The Grant Agreement and its annexes are available in the Funding & Tenders Portal allocated in the module “*Proposal Management & Grant Preparation*” at “*Archived Processes*”.



3 PROJECT STRUCTURE

The overall plan of the project follows the tasks, activities, schedule and budget as laid down in the Description of Action - DoA. The guiding points of reference of all work and planning are the deliverables due to the Commission along the 3 reporting periods of BEST.

3.1 WORK PACKAGES LIST / OVERVIEW

The BEST project duration is 36 months, organised in 6 main Work Packages, with the structure and relations between Work Packages described in DoA and included in the Figure 1 below:



Figure 1 - BEST overall approach

The main characteristics of the Work Packages in which the project is structured are the following:

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
WP	Work Package name	Lead Beneficiary	PMs	Start (M)	End (M)	Deliv. No(s)
WP1	Coordination and Project Management	1 - KIC SE	39.00	1	36	D1.4, D1.3, D1.2, D1.5, D1.1
WP2	Organisational Support to the Batteries Europe Platform	2 - ZABALA BRUSSELS	35.40	1	36	D2.4, D2.3, D2.1, D2.2
WP3	R&I for European Industrial Competitiveness	8 - SINTEF ENERGI	93.91	1	36	D3.3, D3.1, D3.5, D3.2, D3.4, D3.6, D3.8, D3.7, D3.9
WP4	Strengthening a holistic battery R&I ecosystem with	3 - EERA	65.77	1	36	D4.1, D4.2



	synergistic efforts					
WP5	Synergies within the EU Battery Ecosystem with Strategic Partners and International Collaboration	1 - KIC SE	46.00	1	36	D5.2, D5.3, D5.1
WP6	Communication, Dissemination and Exploitation	10 - CLERENS	31.70	1	36	D6.5, D6.2, D6.4, D6.6, D6.1, D6.3

Table 1 - Characteristics of the WPs

Each Work Package has its own leader whose responsibility is the completion of the work described for his/her Work Package in Annex I of the DoA.

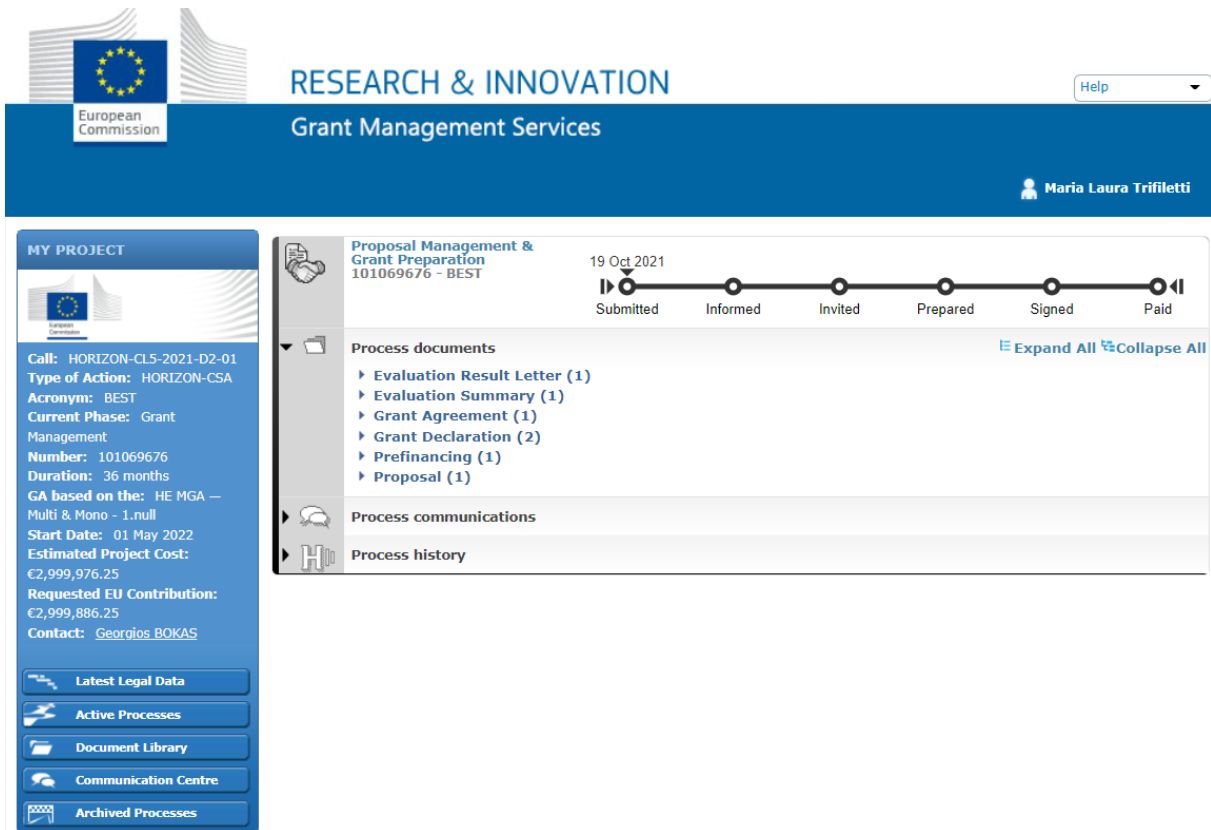
3.2 PROJECT DURATION

The effective start of the project is 01/05/2022, and the project ends 36 months later, on 30/04/2025.

3.3 BUDGET

The estimated budget for the action is set out in Annex II to the Grant Agreement and the Maximum grant amount to the project is **€2,999,886.25**

The Annex I - DoA includes a section “resources to be committed” where the use of resources planned for the implementation of the project is described.



The screenshot displays the 'Grant Management Services' interface. At the top, it features the European Commission logo and the text 'RESEARCH & INNOVATION Grant Management Services'. A user profile for 'Maria Laura Trifiletti' is visible in the top right. The main content area is titled 'MY PROJECT' and includes a sidebar with project details: Call: HORIZON-CLS-2021-D2-01, Type of Action: HORIZON-CSA, Acronym: BEST, Current Phase: Grant Management, Number: 101069676, Duration: 36 months, GA based on the: HE MGA – Multi & Mono - 1.null, Start Date: 01 May 2022, Estimated Project Cost: €2,999,976.25, Requested EU Contribution: €2,999,886.25, and Contact: Georgios BOKAS. The main area shows a progress timeline for '19 Oct 2021' with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. Below the timeline, there are sections for 'Process documents' (including Evaluation Result Letter, Evaluation Summary, Grant Agreement, Grant Declaration, Prefinancing, and Proposal), 'Process communications', and 'Process history'. Navigation buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes' are located at the bottom of the sidebar.

Figure 2 - Grant Agreement page in the Funding & Tenders Portal

All contractual information and future possible amendments will be available in the Funding and Tenders Portal of the European Union and accessible to all members of the consortium.



4 GOVERNANCE STRUCTURE

The organisational structure of the consortium shall comprise only the following Governance Body:

- The **Secretariat**
 - that is the official decision-making body of the consortium;
 - shall consist of one representative of each beneficiary.

The Coordinator is the legal entity acting as the intermediary between the Parties and the Granting Authority.

The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned.

The **Consortium** is the responsible for all “decisions of general nature within the frame of the EC contract and the Consortium Agreement” affecting the implementation and success of the project.

The Coordinator will chair all meetings of the Consortium, and all the project partners will take part (one representative per beneficiary).

The designated **Chairperson is Mr Alessandro Romanello (INNOENERGY). The Project Coordinator assistant role is held by ZABALA and the assigned person, is Maria Laura Trifiletti.**

The Consortium will take its decisions by consensus. Each partner will have one vote. Detailed information about voting rights and quorum are reported in Chapter 6.3.

The following decisions shall be taken by the Secretariat body:

- Content, finances and intellectual property rights.
- Sharing with all the Parties the Project achievements based on reports to be presented by the WPs Leaders.
- Proposals for changes to Annexes 1 and 2 of the Grant Agreement to be agreed by the Funding Authority.
- Additions to Attachment 3 (Listed Affiliated Entities).
- Evolution of the consortium:
 - Entry of a new Party or withdrawal of a Party to the consortium and approval of the settlement on the conditions of the accession/withdrawal.
- Identification of a breach by a Party of its obligations under the Consortium Agreement or the Grant Agreement.
- Declaration of a Party to be Defaulting Party’s participation in the consortium and measures relating thereto.
- Termination of a Defaulting Party’s participation in the consortium and measures relating thereto.
- Proposal to the Funding Authority for a change of the Coordinator, for suspension of all part of the Project or for termination of the Project and the Consortium Agreement.
- Presenting for final decision the most relevant decisions made, that can affect the Project significantly.
- Changes to the DoA

D1.1 – “Project Management Plan”

PU

- Remedies to be performed by a Party which is considered to be in breach of its obligations and the granting of a longer period to their performance, if necessary.
- Declaration of a Party to be a Defaulting Party.

4.1 PROJECT COORDINATOR

The **Project Coordinator (PC)** is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.

In particular, the Project Coordinator shall:

- Act as the first contact point for EC services.
- Monitor compliance by the Parties with their obligations.
- Prepare the Secretariat meetings and propose decisions
- Monitor the overall progress of all WPs, setting in place procedures to ensure a more detailed progress monitoring in consultation with the subgroups.
- Oversee quality assurance.
- Manage the administrative aspects of the project.
- Manage the address list of Members and other contacts, update, collect, review to verify consistency and submitting reports, other deliverables (including financial statements and related certifications) and specific requested documents to the Funding Authority
- Transmit documents and information connected with the Project to any other Parties concerned
- Monitor the expenses and budget allocation, assist the participants concerning administrative aspects of the project.
- Coordinate the payments to the partners
- Request amendments, if necessary.
- Provide assistance towards the participants concerning: the rules of the project, the project planning and individual partner planning, give advice on all kind of matters, e.g. how to fill in cost statements, on-line guidance (Participants Portal), rights and obligations, etc.

The project coordinator will be the main project authority and the primary contact with the EC, being responsible for the day-to-day management, supervising the project progress and deciding on any actions necessary to correct potential deviations from the project plan, from an operational or financial perspective.

Mr Alessandro Romanello is an experienced project manager with a solid background in knowledge and project management and a proven capability for the management of EU project consortia.

4.2 WORK PACKAGE LEADERS

Each WP has a leader in charge of coordinating the respective tasks. These leaders are responsible for the deliverables associated with each WP. They will coordinate partner interaction within the WP and tasks and will call for internal WP meetings if required. Project progress will be critically reviewed at each milestone point.



PU

Work Package No	Work Package name	Lead Beneficiary
WP1	Coordination and Project Management	1 - KIC SE
WP2	Organisational Support to the Batteries Europe Platform	2 - ZABALA BRUSSELS
WP3	R&I for European Industrial Competitiveness	8 - SINTEF ENERGI
WP4	Strengthening a holistic battery R&I ecosystem with synergistic efforts	3 - EERA
WP5	Synergies within the EU Battery Ecosystem with Strategic Partners and International Collaboration	1 - KIC SE
WP6	Communication, Dissemination and Exploitation	10 - CLERENS

Table 2 - WP leaders

The role of the Work Package Leaders will be to:

- Define, in coordination with all partners involved in each task, the detailed planning of the subtasks and activities identified.
- Coordinate the work performed within the work package or task according to schedule.
- Monitor the technical quality of the work, in order to achieve the expected results.
- Coordinate with other work package or task leaders the information flow required by the various interdependencies.
- Prepare the progress reports summarising the work performed.
- Inform the Project Coordinator on the progress achieved, results obtained, problems encountered, before every Secretariat meeting.
- Coordinate, approve (preliminarily) and forward the deliverables prepared in the work package or task.
- Participate in the preparation of the review meetings with the Commission.



5 PROJECT REPORTING OBLIGATIONS

Monitoring the project implementation is a continuous task that takes place at any moment during the active period of the project, but also beyond that. There are contractual tasks that make the project monitoring most relevant at certain periods of the project’s life, particularly after each reporting period at the time of payments. In accordance with the Grant Agreement, project reporting obligations with the Commission are the following:

- **Deliverables (as described in DoA).** The complete list of deliverables to be submitted to the Commission is available in section 4.1. The coordinator must submit the ‘deliverables’ identified in Annex 1, in accordance with the timing and conditions set out in it.
- **Periodic Report** (within 60 days following the end of each reporting period) - Article 20 of GA (represented by three Periodic technical and financial reports).

5.1 DELIVERABLES

The list of deliverables for the 36 months shown by WP is included in the table below, ordered by work package:

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Project Management Plan	WP1	1 - KIC SE	R — Document, report	PU - Public	3
D1.2	Data Management Plan	WP1	2 - ZABALA BRUSSELS	R — Document, report	PU - Public	6
D1.3	Risk Management Plan	WP1	1 - KIC SE	R — Document, report	R-UE/EU-R -	3
D1.4	Project Management Plan update (1)	WP1	1 - KIC SE	R — Document, report	PU - Public	17
D1.5	Project Management Plan update (2)	WP1	1 - KIC SE	R — Document, report	PU - Public	35
D2.1	Batteries Europe Governance Term of References	WP2	2 - ZABALA BRUSSELS	R — Document, report	PU - Public	4
D2.2	Proceedings of all Batterie Europe Governing Bodies' meeting Y1	WP2	2 - ZABALA BRUSSELS	R — Document, report	SEN - Sensitive	12
D2.3	Proceedings of all Batterie Europe Governing Bodies' meeting Y2	WP2	2 - ZABALA BRUSSELS	R — Document, report	SEN - Sensitive	24

D2.4	Proceedings of all Batterie Europe Governing Bodies' meeting Y3	WP2	2 - ZABALA BRUSSELS	R — Document, report	SEN - Sensitive	36
D3.1	Templates for Roadmaps and SRA including preparation guidelines	WP3	8 - SINTEF ENERGI	R — Document, report	SEN - Sensitive	6
D3.2	Delivery of the European Strategic Research & Innovation Agenda I	WP3	8 - SINTEF ENERGI	R — Document, report	PU - Public	9
D3.3	Delivery of the European Strategic Research & Innovation Agenda II	WP3	8 - SINTEF ENERGI	R — Document, report	PU - Public	27
D3.4	R&I Roadmaps & Roadmaps revision I	WP3	8 - SINTEF ENERGI	R — Document, report	PU - Public	15
D3.5	R&I Roadmaps & Roadmaps revision II	WP3	8 - SINTEF ENERGI	R — Document, report	PU - Public	33
D3.6	KPIs Benchmarking & Target KPIs I	WP3	7 - CIC ENERGIGUNE	R — Document, report	PU - Public	6
D3.7	KPIs Benchmarking & Target KPIs II	WP3	7 - CIC ENERGIGUNE	R — Document, report	PU - Public	18
D3.8	KPIs Benchmarking & Target KPIs III	WP3	7 - CIC ENERGIGUNE	R — Document, report	PU - Public	30
D3.9	Guidelines on common reporting methodology	WP3	9 – ENEA	R — Document, report	PU - Public	32
D4.1	Position Paper on cross-cutting topics	WP4	3 – EERA	R — Document, report	PU - Public	24
D4.2	Final report on cross-cutting topics summarising the activities carried out and main results	WP4	3 – EERA	R — Document, report	PU - Public	36
D5.1	Overview of international R&D&I Funding and international Benchmarks for KPIs	WP5	4 - VDI/VDE-IT	R — Document, report	PU - Public	24
D5.2	Report on Collaboration with EU Battery Initiatives	WP5	1 - KIC SE	R — Document, report	R-UE/EU-R -	32
D5.3	Report on International	WP5	1 - KIC SE	R — Document, report	R-UE/EU-R -	32



	Activities and R&D&I Funding					
D6.1	Plan for Communication, dissemination and exploitation of results	WP6	10 - CLERENS	R — Document, report	SEN - Sensitive	3
D6.2	Update of Batteries Europe Visual Identity	WP6	10 - CLERENS	DEM — Demonstrator, pilot, prototype	SEN - Sensitive	3
D6.3	Batteries Europe video	WP6	10 - CLERENS	DEC — Websites, patent filings, videos, etc	PU - Public	6
D6.4	Communication and dissemination report Y1	WP6	10 - CLERENS	R — Document, report	PU - Public	12
D6.5	Communication and dissemination report Y2	WP6	10 - CLERENS	R — Document, report	PU - Public	24
D6.6	Communication and dissemination report Y3	WP6	10 - CLERENS	R — Document, report	PU - Public	35

Table 3 - BEST's Deliverable List

Type:

- R: Document, report (excluding the periodic and final reports)
- DEM: Demonstrator, pilot, prototype, plan designs
- DEC: Websites, patents filing, press & media actions, videos, etc.
- DATA: Data sets, microdata, etc.
- DMP: Data management plan
- ETHICS: Deliverables related to ethics issues.
- SECURITY: Deliverables related to security issues
- OTHER: Software, technical diagram, algorithms, models, etc.

Dissemination level:

- PU – Public, fully open, e.g. web (Deliverables flagged as public will be automatically published in CORDIS project's page)
- SEN – Sensitive, limited under the conditions of the Grant Agreement
- Classified R-UE/EU-R – EU RESTRICTED under the Commission Decision No2015/444
- Classified C-UE/EU-C – EU CONFIDENTIAL under the Commission Decision No2015/444
- Classified S-UE/EU-S – EU SECRET under the Commission Decision No2015/444



D1.1 – “Project Management Plan”

PU

Each deliverable is associated with one or more tasks of the project and therefore it can have one or more contributors. Each deliverable has usually a main contributor, which is also the beneficiary responsible for the deliverable. This responsibility is always shared with the WP leader who is responsible for the work in the Work package (including the deliverables).

In order to have the best quality in the deliverables to be prepared, the inputs to each deliverable have to be original (whenever possible), not extracted or copied from previously implemented work outside the framework of the BEST project.

Nevertheless, information taken from other sources could be valid and valuable for some deliverables, but in these cases, it is necessary to refer explicitly to the source from which the information has been extracted.

Regarding the role of the responsible of each deliverable, it is important to consider that each deliverable’s responsibility goes beyond the simple coordination of the process and/or gathering inputs from other participants in the task. In this sense, the responsible organisation of each deliverable is expected to be very active in contributing to the deliverable as well as in giving the necessary coherence to ensure a level of good quality. WP leaders are also expected to have a leading role in the elaboration of each deliverable, as each WP leader is the first responsible for the quality of the deliverables generated within each WP.

For each deliverable, one reviewer from partners different from the ones who are actually responsible for the deliverable has been appointed and listed in **Error! Reference source not found.**

5.1.1 SUBMISSION OF DELIVERABLES

During the course of the project, the deliverables identified in Annex I to the Grant Agreement have to be submitted according to the timetable specified in the deliverables list. All submitted deliverables are stored internally on the Project Repository as described in details in Chapter 9.

All deliverables shall be submitted **electronically** through the SyGMA electronic system in the Funding & Tenders Portal to the European Commission.

The **project Coordinator INNOENERGY, supported by ZABALA**, will be the person responsible for uploading the final version of the deliverable in SyGMA and for submitting it electronically.

5.1.1.1 Submission Procedure

The **Lead beneficiary of a deliverable** shall submit the deliverable to the corresponding **WP leader at least 10 days before** the submission date of the deliverable to the EC.

The **WP leader** will review the deliverables and inform the Secretariat (decision body of BEST project) about the progress. The WP Leader will send the final version for the content and consistency check to the assigned reviewer (or deputy reviewer) at least 9 days before the submission date. The assigned reviewer will provide feedback and comments **7 working days** in advance of the submission date of the deliverable. The Reviewer will be different by the team who drafted the deliverable and from the related WP Leader. ZABALA will proceed with the final quality check (formatting check) by 2 days before the deadline.

The Lead beneficiary of a deliverable will take into consideration the feedback from the Secretariat, the WP leader and the reviewer and will implement changes (if necessary) in advance of the submission of the deliverable.

Once the Deliverable is approved and the quality check is completed, the Coordinator will submit the related Deliverable in the portal. This process is shown in the Figure 3 below:

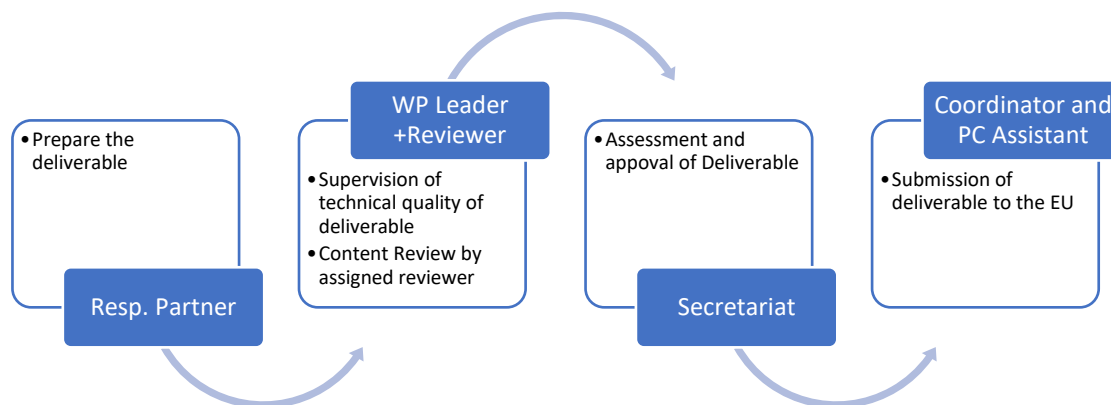


Figure 3 - Deliverables preparation, validation and submission process

During the deliverable review process, the Responsible partner will review the deliverables based on the following aspects:

- **Completeness:**
 - Is it according to the original proposal?
 - Does it contain all required information, analysis and relevant chapters?
- **Correctness:**
 - Does it contain correct information?
 - Language check.
 - Lay-out / template check.
- **Consistency:**
 - Are the chapters consistent with each other?
 - Is it consistent with other deliverables?
 - Is it according to the requirements of other WP's?

The elaboration of project deliverables will be continuously followed up by the WP leaders and its respective reviewers. In case of an expected delay, the Secretariat will agree with the lead partner in charge of the deliverable and the corresponding WP leader on how to address this issue and agree on a new date for submission of the deliverable as soon as possible. The Project Coordinator will inform the EC project officer as soon as possible about any deviation.

The following table provides an overview of the different parties involved in the deliverable revision process.

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Partners involved in the drafting of the Deliverable	Main Reviewer
D1.1	Project Management Plan	WP1	1 - KIC SE	ZABALA	EERA
D1.2	Data Management Plan	WP1	2 - ZABALA BRUSSELS	INNOENERGY	CIC
D1.3	Risk Management Plan	WP1	1 - KIC SE	ZABALA	CLERENS
D1.4	Project Management Plan update (1)	WP1	1 – KIC SE	ZABALA	INSTM
D1.5	Project Management Plan update (2)	WP1	1 - KIC SE	ZABALA	SINTEF ENERGI
D2.1	Batteries Europe Governance Term of References	WP2	2 - ZABALA BRUSSELS	INNOENERGY (IE =KIC SE)	CIC
D2.2	Proceedings of all Batterie Europe Governing Bodies' meeting Y1	WP2	2 - ZABALA BRUSSELS	ALL	ENEA
D2.3	Proceedings of all Batterie Europe Governing Bodies' meeting Y2	WP2	2 - ZABALA BRUSSELS	ALL	CIC
D2.4	Proceedings of all Batterie Europe Governing Bodies' meeting Y3	WP2	2 - ZABALA BRUSSELS	ALL	VDI- VDE
D3.1	Templates for Roadmaps and SRA including preparation guidelines	WP3	8 - SINTEF ENERGI	SIN-I, IE, EASE, ENEA, CICE	INSTM
D3.2	Delivery of the European Strategic Research & Innovation Agenda I	WP3	8 - SINTEF ENERGI	SIN-I, IE, CICE, INSTM, VDI/VDE, ENEA	ZABALA
D3.3	Delivery of the European Strategic Research & Innovation Agenda II	WP3	8 - SINTEF ENERGI	IE, EASE, ENEA, CICE	EERA
D3.4	R&I Roadmaps & Roadmaps revision I	WP3	8 - SINTEF ENERGI	SIN-I, CICE, INSTM, VDI/VDE, ENEA	INNOENERGY
D3.5	R&I Roadmaps & Roadmaps revision II	WP3	8 - SINTEF ENERGI	SIN-I, CICE, INSTM, VDI/VDE, ENEA	ZABALA
D3.6	KPIs Benchmarking & Target KPIs I	WP3	7 - CIC ENERGIGUNE	SIN-E, SIN-I, INSTM, VDI/VDE, ENEA	EERA
D3.7	KPIs Benchmarking & Target KPIs II	WP3	7 - CIC ENERGIGUNE	SIN-E, SIN-I, INSTM, VDI/VDE, ENEA	EERA
D3.8	KPIs Benchmarking & Target KPIs III	WP3	7 - CIC ENERGIGUNE	SIN-E, SIN-I, INSTM, VDI/VDE, ENEA	ZABALA
D3.9	Guidelines on common reporting methodology	WP3	9 - ENEA	SIN-E, SIN-I, CICE, INSTM, VDI/VDE	IE (KIC SE)

D4.1	Position Paper on cross-cutting topics	WP4	3 - EERA	IE (KIC SE), CICE, ENEA, SIN-I, EERA, VDI/VDT, INSTM	CLERENS
D4.2	Final report on cross-cutting topics summarising the activities carried out and main results	WP4	3 - EERA	IE, SIN-I, CICE, ENEA, EERA, VDI/VDT, INSTM	SIN-E
D5.1	Overview of international R&D&I Funding and international Benchmarks for KPIs	WP5	4 - VDI/VDE-IT	EASE, EERA, SIN-E, ENEA	CICE
D5.2	Report on Collaboration with EU Battery Initiatives	WP5	1 - KIC SE	EASE, EERA, SIN-E, VDI/VDE, ENEA	CLERENS
D5.3	Report on International Activities and R&D&I Funding	WP5	1 - KIC SE	EASE, EERA, SIN-E, VDI/VDE, ENEA	ZABALA
D6.1	Plan for Communication, dissemination and exploitation of results	WP6	10 - CLERENS	ALL	ZABALA
D6.2	Update of Batteries Europe Visual Identity	WP6	10 - CLERENS	ALL	EERA
D6.3	Batteries Europe video	WP6	10 - CLERENS	ALL	ENEA
D6.4	Communication and dissemination report Y1	WP6	10 - CLERENS	ALL	ZABALA
D6.5	Communication and dissemination report Y2	WP6	10 - CLERENS	ALL	SIN-E
D6.6	Communication and dissemination report Y3	WP6	10 - CLERENS	ALL	SIN-I

Table 4 - Deliverable reviewers table

5.2 PERIODIC REPORTS

The BEST project has 3 reporting periods of the following duration:

- P1: from month 1 to month 12: from 01/05/2022 to 30/04/2023
- P2: from month 13 to month 24: from 01/05/2023 to 30/04/2024
- P3: from month 25 to month 36: from 01/05/2024 to 30/04/2025

After the end of each reporting period, a periodic report will be submitted to the EC. Therefore, in BEST, **three Periodic Reports** shall be submitted to the EC:



D1.1 – “Project Management Plan”

PU

- 1st Periodic report covering the activities from M1 to M12
- 2nd Periodic report covering the activities from M13 to M24
- 3rd Periodic report covering the activities from M25 to M36

5.2.1 TIME LIMIT FOR SUBMISSION OF PERIODIC AND FINAL REPORTS

The 3 Periodic reports and the Final report shall be submitted to the EC by the coordinator within **60 days after the end of the reporting period.**

- 1st Periodic report shall be delivered in M14 – Deadline 30/06/2023
- 2nd Periodic report shall be delivered in M26 – Deadline 30/06/2024
- 3rd Periodic report shall be delivered in M38 – Deadline 30/06/2025

At the end of each reporting period, the Commission shall evaluate and approve project reports and deliverables and distribute the corresponding payments within 30 days of their receipt. In the case that the EC requests any further information, clarification or documentation on the periodic report, the time of 30 days will be paused from the EC’s side, restarting the count-down upon the reception of the requested information. Therefore, the period of 30 days between the receipt of the periodic report and the respective payments can be prolonged.

5.2.2 CONTENT OF PERIODIC REPORTS

The content of the Periodic reports is compulsory and determined by the EC in accordance to Article 21 of the Grant Agreement. A template of the **Periodic report** is available in the Project Repository.

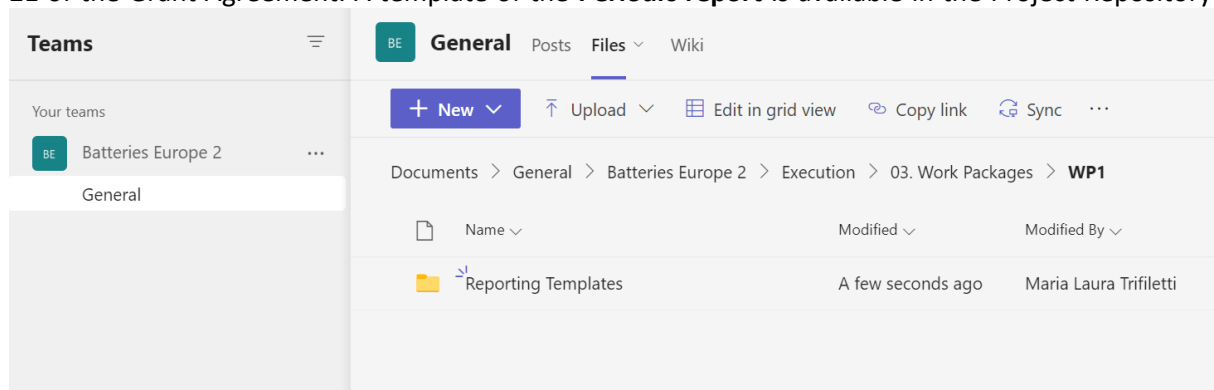


Figure 4 - BEST Repository – TEAMS Folders

The reporting template can be also downloaded at the following link:

[periodic-report_horizon-euratom_en.pdf \(europa.eu\)](https://ec.europa.eu/programmes/erasmus-plus/en/projects/activities/2024/01/periodic-report_horizon-euratom_en.pdf)

The **structure of the Periodic Report** contains the technical and financial report and it is as follows:

1. A “Periodic technical report” containing:

- An explanation of the work carried out by the beneficiaries

D1.1 – “Project Management Plan”

PU

- An overview of the progress towards the objectives of the action, including milestones, and deliverables identified in Annex 1 of the Grant Agreement
- A summary for publication by the EC

2. A “Periodic financial report” containing:

- An “individual financial statement” from each beneficiary
- An explanation of the use of the resources and the information on subcontracting and in kind contributions provided by third parties (if applicable) from each beneficiary.
- A “periodic summary financial statement” created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and the request for interim payment.

5.2.3 ELECTRONIC SUBMISSION OF PERIODIC REPORTS

The submission of the periodic reports to the European Commission is the responsibility of the **Coordinator**. The Coordinator will use the **electronic exchange system**.

5.2.4 DATA COLLECTION FROM BENEFICIARIES AND ROLES

For the preparation of the periodic period reports technical and financial inputs are necessary from beneficiaries.

- **Technical information: workflow**

The Project Coordinator INNOENERGY will launch the process of collecting technical inputs for the elaboration of the technical report at the **end of M12, M24 and M36**.

- **Financial information: workflow**

The Project Beneficiary Zabala will launch the process of collecting financial information at the **end of M12, M24 and M36**.

All beneficiaries shall electronically complete the model for the Financial Statement via the Funding & Tenders Portal. A beneficiary may request the Coordinator to fill the financial statement on their behalf and the required information will be filled in by Zabala.

The Individual Financial Statements of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organisation.

To resume, documents to be sent to the coordinator in order to elaborate the periodic reports are the following:

REPORT	WHO	WHAT	WHEN (to Coordinator)
Technical Report	WP Leaders	WP Progress report within the period	end of M12, M24, M36
	All Partners	Estimation of resources	end of M12, M24, M36
Financial Report	All Partners	Cost statement	end of M12, M24, M36
	All Partners	Model for the financial statements + Certificate on Financial Statements (if required)	end of M12, M24, M36

Table 5 - Responsible and timeline for BEST Reporting

An intermediate financial reporting will be established by ZABALA at M9 and M25 to follow the project resource. This will not be submitted to the European Commission.

5.3 REPORT ON THE DISTRIBUTION OF PAYMENTS TO THE BENEFICIARIES

After having received the final payment from the EC, the Coordinator shall submit a report on the distribution of the European Union financial contribution between beneficiaries within 30 days after reception of the final payment (not required for Intermediate payments).

5.4 CONTINUOUS REPORTING MODULE

Apart from the project reporting obligations, the Commission activates a **Continuous Reporting module** via the electronic exchange system (SyGMA) when the project starts. This module makes available the electronic submission of **Deliverables** and **Periodic Reporting information** that can be entered optionally at any time during the life of the project such as:

- Publishable summary
- Submit deliverables
- Report progress in achieving milestones
- Follow up critical risks
- Questionnaire on horizontal issues
 - Publications
 - Communications activities
 - Rest of questionnaire on horizontal issues

5.4.1 DATA COLLECTION FROM BENEFICIARIES AND ROLES

The project **Coordinator** will be responsible for completing the continuous reporting via the exchange tool system (SyGMA) with the Commission via the Funding & Tenders Portal.

6 PROCEDURES

6.1 CONFLICT RESOLUTION

Having a good work relationship among the project team members will be a prerequisite for the quick resolution of potential problems and issues. The partners shall always try to reach an agreement in the case of conflict. However, if this is not possible, the resolution of problems and conflicts must be handled systematically as detailed below.

Conflicts will have to be solved at the lowest level possible, and preferably amicably. If an agreement cannot be reached at a task or WP level, then the Project Coordinator will mediate. If that is not satisfactory, then the Consortium will take a decision, and if necessary, it will ask for the authorisation of the European Commission.

Definitive conflict resolution procedures are laid down in the Consortium Agreement. This document formalises the rights, obligations, relationships and procedures within the consortium, as well as any other relevant issues such as the use of background material, IPR, etc. In case of conflict between participants on access rights, the coordinator should advise the Consortium for arbitration (in correlation with EC rules).

6.2 RISK MANAGEMENT

The Consortium management will identify and monitor, during the project implementation, internal and external risks as well as any other issues that might affect the project progress towards its objectives, in order to carry out mitigation actions as early as possible. Risks and contingency plans have been identified in DoA.

The Risk Management Plan is reported in the Deliverable 1.3.

6.3 VOTING RIGHTS AND QUORUM

The Consortium will take its decisions preferably by consensus. If consensus is not reached, the decision will be put to a vote. Decisions shall be taken by majority of the votes cast (50%+1 of participants). Secretariat shall not deliberate and decide validity unless all WP Leaders are present or represented (quorum). If the quorum is not reached, the chairperson of the Secretariat shall convene another ordinary meeting within 15 calendar days. If in this meeting the quorum is not reached once more, the chairperson shall convene an extraordinary meeting which shall be entitled to decide even if less than the quorum of Members are present or represented.

6.4 DISSEMINATION OF RESULTS – OPEN ACCESS – VISIBILITY OF EU FUNDING

6.4.1 DISSEMINATION OF RESULTS

Dissemination activities and publications will be governed by the Grant Agreement (Article 29) and the Consortium Agreement. As stated, any dissemination of results (in any form, including electronic) must:

- display the EU emblem  and

D1.1 – “Project Management Plan”

PU

- include the following text: “This project has received funding from the European Union’s Horizon Europe research and innovation programme under grant agreement No 101069676”.
- Be in line with the Communication and Dissemination guidelines of the EC

When displayed together with another logo, the EU logo will have appropriate prominence. Any dissemination of results must indicate that it reflects only the author’s view and that the Commission is not responsible for any use that may be made of the information it contains. A complete procedure for the dissemination of the activities and publications will be available in D6.1 - Plan for Communication, dissemination and exploitation of results.

6.4.2 OPEN ACCESS

BEST Consortium will make results available under an open science framework to foster further exploitation by the wider EU Battery community. BEST’s Open Access publication policy will facilitate the involvement of early-stage researchers on Working Groups activities providing them with the opportunity of being co-authors of high impact publications, an asset in their career development path.

Open Science Practices

BEST, in the implementation of its action, is inspired by an open cooperative approach and systemic sharing of information and FAIR Principles. Building up on the practice and modus operandi of the first mandate, BEST Project will develop its work within thematic Working Groups, to which all relevant experts can apply for participation.

BEST project is aiming at collecting the wider representation possible on each sector of the battery value chain. All BEST key deliverables will be public, the preparation of such deliverables (i.e. SRIA, Roadmaps and KPIs among others) implies an extended level of consultation at different stages of preparation of the documents of the entire batteries network.

All publications will be collected in a dedicated space within the project website for open access/download.

Moreover, for research publications, Gold open access models will be used with due financial resources allocated at budget.

Within the project, open-access considerations will be applied at the time of publishing. A complete Data Management Plan will be available in **D1.2 Data Management Plan**.

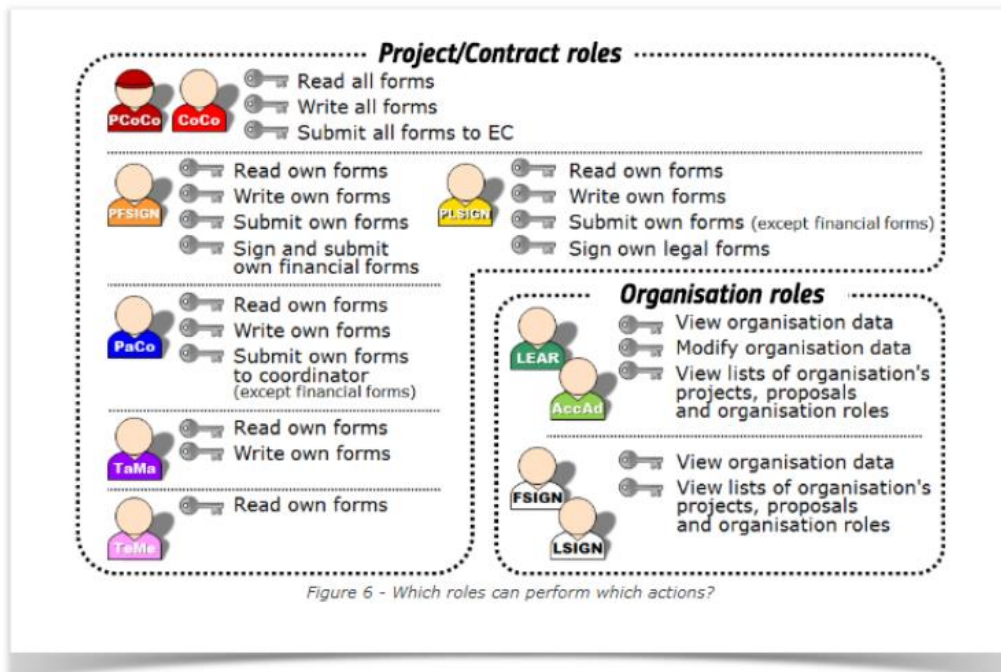
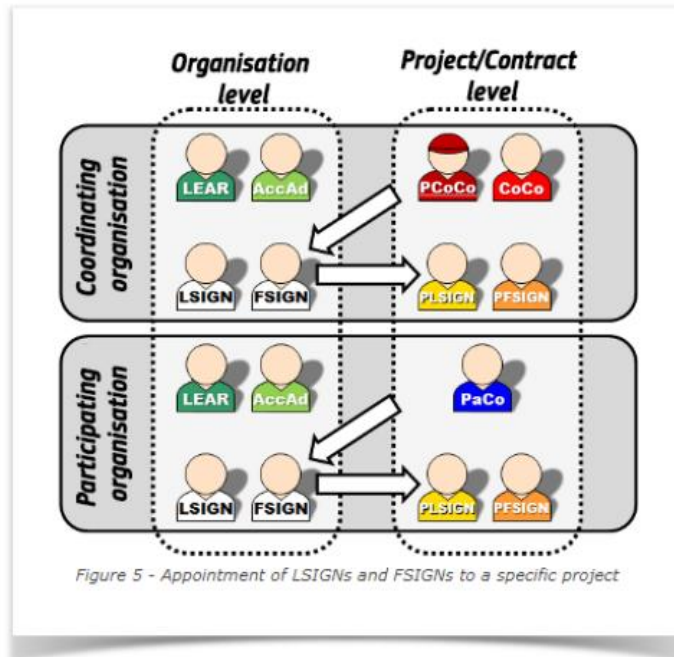


Figure 3 - Funding & Tenders Portal roles

8 INFORMATION MANAGEMENT

8.1 INFORMATION FLOWCHART

All the issues (problems, delays, etc.) must be communicated from each partner to the WP Leader.

The Work Package Leader will be the responsible for dealing with the issue raised and solve it. In the case that the issue cannot be solved, the Project Coordinator will be duly informed;

All relevant issues with an impact on the work and planning of the project will be discussed with the corresponding committee without unduly delays.

The Coordinator will resolve the issues put up by the WP Leaders or will transmit them to the Commission if necessary.

8.2 PERIODIC AND FINAL REPORTS

After the finalisation of the reporting periods specified in the Gran Agreement, the Coordinator will submit a periodic report via the SyGMA electronic submission system in the Funding & Tenders Portal.

8.3 FINANCIAL INFORMATION – REPORTING COSTS

At the end of each reporting periods (M12, M24 and M36), all partners will submit to the Project Coordinator:

- A **Cost Statement** duly completed and explanation of the use the resources covering the specific period – Template to be provided. It will be uploaded on the Project Repository.
- **Financial Statement** completed in SyGMA duly signed electronically by the Project Financial Signatory (PFSIGN).

The timely receipt of the cost statement duly filled out is of **primary importance** for reporting issues as well as for providing a proper explanation of the use of the resources within the period in accordance with the EC requirements.

To support this process, a **Cost Statement template** will be created for BEST partners and will be available in Project Repository. The cost statement is aimed at collecting from all partners' costs incurred in the period and the explanation of the use of the resources required by the Commission in the periodic report. Costs shall be detailed at WP level.

Costs declared must be set out in Annex 2 (estimated budget for the action). Costs not foreseen might be reported and claimed but they will have to be duly explained if we expect that the Commission would accept them.

The following rules shall be followed for the submission of the financial report:

8.3.1 COMPLETION OF THE COST STATEMENT

Each beneficiary shall provide to the Coordinator and ZABALA the **Cost Statement** of the period duly completed in order to check and verify costs to be claimed. Once the cost statement (template to be provided) would be reviewed, costs shall be completed in SyGMA, creating Individual Financial Statements per beneficiary. The tool will create automatically the Financial Statements in accordance with Annex 4 of the Grant Agreement.

D1.1 – “Project Management Plan”

PU

All persons with the following roles within one organisation have access to complete the explanation of the use of the resources in SyGMA and complete the Financial Statement:

- Participant Contacts: PaCo
- Coordinator Contact: CoCo

Individual Financial Statements of each beneficiary shall be signed electronically by the corresponding Project Financial Signatories (PFSIGN) appointed by each organisation.

8.4 ELECTRONIC SIGNATURE OF THE FINANCIAL STATEMENT

All beneficiaries shall appoint a Project Financial Signatory (PFSIGN) in order to submit a Financial Statement and the request for reimbursement to the Commission. Each PFSIGN will have to sign in SyGMA using her/his ECAS account.

PFSIGNS appointed in BEST are available also in the contact list of participants uploaded in the repository. See label “PFSIGN”. If any beneficiary wishes to change the PFSIGN in BEST you should send an e-mail to Maria Laura Trifiletti and she will help you in the process.

Instructions for the electronic signature of a PFSIGN:

1. The Project Financial signatory (PFSIGN) shall log in the Funding & Tenders Portal with the ECAS account.
2. Once you are logged in, please go to “My project” tab and click Manage project button of BEST:



Table 6 - Funding & Tenders Portal

3. The PFSIGN will have in the beneficiary’s Financial Statement the option “Sign and Submit” Available. Please check that everything is correct and click “Sign and Submit”.

4. The tool will ask you to enter again the PFSIGN’s ECAS password in order to sign electronically.

Once the PFSIGN introduces his/her password and clicks “SIGN” the process will be completed, and the Financial Statement electronically signed.

8.4.1 HEU ELIGIBLE COSTS AND COST CATEGORIES

Contractors should report the costs incurred by using the HEU eligible costs that are structured as follows according to *Article 6 in the Grant Agreement*:

Direct costs:

- Personnel costs (Article 6.2 A)
- Direct costs of subcontracting (Article 6.2 B)
- Purchase costs (Article 6.2 C)
 - Travel costs and related subsistence allowances
 - Equipment costs
 - Costs of other goods and services
- Other direct costs (Article 6.2 D)
 - D.2 Internally invoiced goods and services

Indirect costs (Article 6.2 E)

8.4.2 DETAILS ABOUT THE NATURE OF COSTS TO SUBMIT

Here are the levels of detail expected in the course of a sound financial management:

- **Personnel costs** (amounts, name, function, statute (additional or permanent), monthly rate or hourly rate (A) and working time spent on which WP (in month if monthly rate given in A or in hours if hourly rate is given in A),
- **Purchase costs for the action** (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they fulfil the general eligibility conditions and are bought using the beneficiary’s usual purchasing practices — provided these ensure purchases with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (GA Article 12). Beneficiaries that are ‘contracting authorities/entities’ within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement.
- **Travel costs Purchases for travel, accommodation and subsistence must be calculated as follows:**
 - travel: on the basis of the costs actually incurred and in line with the beneficiary’s usual practices on travel
 - accommodation: on the basis of the costs actually incurred and in line with the beneficiary’s usual practices on travel
 - subsistence: on the basis of the costs actually incurred and in line with the beneficiary’s usual practices on travel .

They need to be reported as following: (amount by travel and by participants, name of travellers, exact dates (dd/mm/yyyy), origin/destination (from/to), and detailed purpose of the travel),
- **Purchases of equipment, infrastructure or other assets** used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the beneficiary’s usual accounting practices.
Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

D1.1 – “Project Management Plan”

PU

Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

Depreciation costs of equipment (amount claimed, nature of the equipment, price by equipment (excl. VAT), depreciation system (in years or month), % of use in the project)

- **Consumables** (amount by class of consumables, nature, list (when applicable), precise purpose and use of these consumables),
- **Subcontracting** (amount by subcontract, agreement EC, either technical annex or specific agreement (if so, please provide a copy of the agreement), nature of the tasks, name of subcontractor and link of these with the project),
- **Other costs** (class covering costs not covered by previous HEU class – amounts by cost, very precise details about the nature of each cost),
- **Indirect costs (25% flat rate)**. Indirect costs are calculated based on a flat rate of 25% of the eligible direct costs (Article 5.2 of the Grant Agreement) from which subcontracting and in-kind contributions are excluded.

According to the procedures and information to be provided to the Commission, it is mandatory for the Consortium to deliver in due time the Cost Statement Template per period. Without the delivery of this cost statement, the Coordinator may not accept costs declared in the Model for the financial statement.

The Cost Statement Template will cover all requested information in order to allow the Project Officer the acceptance of costs declared as eligible costs of the project.

8.5 CERTIFICATE ON THE FINANCIAL STATEMENTS (CFS)

In accordance with the Grant Agreement, certificate on the financial statements for each beneficiary are compulsory, under the following conditions:

Schedule: only at final payment, if threshold is reached

Standard threshold (beneficiary-level):

- financial statement: requested EU contribution to costs \geq EUR 430 000

Special threshold for beneficiaries with a systems and process audit (see Article 24): financial

statement: requested EU contribution to costs \geq EUR 725 000

In BEST project no beneficiary nor affiliated parties reach the above thresholds.

8.6 DOCUMENTATION TO BE KEPT – SUPPORTING DOCUMENTS OF COSTS CLAIMED.

The beneficiaries must — for 5 years —keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

(a) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries' usual



D1.1 – “Project Management Plan”

PU

accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents

(b) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied

(c) for the following simplified costs and contributions: the beneficiaries do not need to keep specific records on the actual costs incurred, but must keep:

(i) for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared

(ii) for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1 of the GA

(iii) for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1 of the GA

(d) for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2 of the GA.

Moreover, the following is needed for specific budget categories:

(e) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

8.7 PAYMENTS

Full payment explanation is described in the CA Art. 7.2.

Estimated eligible costs: €2,999,976.25

Maximum grant amount: €2,999,886.25

Article 22 to the Grant Agreement establishes the payments that will be made to the Coordinator.

Pre-financing (PF):

The aim of the pre-financing is to provide the beneficiaries with a float. It remains the property of the EU until the payment of the balance.

An amount of 150.000 EUR corresponding to 5% of the maximum grant amount, is retained by the Commission from the pre-financing payment and transferred into the *‘Mutual Insurance Mechanism’*.

Interim payments:



D1.1 – “Project Management Plan”

PU

Interim payments reimburse the eligible costs incurred for the implementation of the action during the corresponding reporting periods. In the case BEST, there is 1 interim period (RP1) at M12 and a Second Reporting Period (RP2) at M24 and the Third Reporting Period (RP3)/Final report at M36.

The Commission will pay to the coordinator the amount due as interim payment within 90 days from receiving the periodic report.

Payment of the balance:

The amount due as the balance is calculated by the Commission by deducting the total amount of pre-financing and interim payment already made, from the final grant amount.

- if the balance is positive: the amount released will be paid in full to the coordinator
- if the balance is negative it will be recovered.

At the payment of the balance, the amount retained for the Guarantee Fund (see above) will be released.

In accordance with Article 21, the **payment schedule** for BEST is as follows:

- One Pre-financing:

The amount of the pre-financing payment by INNOENERGY will be € 1,449,845.03, 48.83% of total contribution.

- One Interim Payment
- Final Payment (Balance)

9. DOCUMENT HANDLING

9.1 DOCUMENT HANDLING – TEAMS

A Repository has been set up for BEST to effectively handle the documentation of the project. This tool is aimed at working on collaborative documents and sharing final documents of common interest.

9.1.1 REPOSITORY

All relevant documentation to BEST will be available in the Repository. The Repository will be updated according to the needs of the project, creating new folders or subfolders in accordance to the needs. The idea is having a full repository of working documents, final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

Each WP Leader is responsible for the contents of each WP folder. The main recommendation is creating collaborative documents within each folder to foster the team working.

Final versions or stable drafts will be shared in TEAMS. The idea is having a full repository of final documents, legal docs, templates and any ready-to-use doc generated by the project team members.

9.1.2 DEFINITION FOR FILE NAMING: JOINT WORKING IN DELIVERABLES.

This section proposes a scheme for naming the deliverables under development. The document file name consists of: **D.x.y name of the deliverable a.b(partner)** with a version number (maintained by the Task/Deliverable leader) a.b, where:

- a is the major revision (starting at 0) where 1 is the submitted version.
- b minor version reflecting the progress during the Deliverable preparation phase (e.g. between telcos).

with a partner name postfix, indicating which partner contribution on top of version a.b has been performed.

For the integration of the partner inputs the word change tracking mode shall always be used.

9.2 DELIVERABLE NUMBERING SYSTEM – FINAL VERSION TO SUBMIT TO THE COMMISSION.

The deliverable numbering will follow the deliverables list numbering included in Chapter 3.1. The delivery number shall be used as a code on the front page of all deliverables.

Furthermore, a revision numbering shall be included. The title of the document/deliverable must follow the titles included in the work programme.

Deliverables will have the following notation: **DX.Y. vN**

- D stands for the word deliverable.
- X is a number representing the Work Package which the deliverable is linked to.
- Y is a number of the deliverable within the Work Package which is linked to.
- V stands for the word version
- N is a number representing the number of times a deliverable has been submitted officially to the EC as defined in DoA or requested after a review meeting. Those deliverables submitted once will be v1, twice v2, etc.

D1.1 – “Project Management Plan”

PU

9.3 LANGUAGE

According to Article 4 to the Grant Agreement, any report and deliverable shall be in **UK English**. Minutes of project meetings, project deliverables and periodic progress reports must be prepared in English. The minutes shall be recorded by the WP leader. Meetings with attendance from abroad must be in English.

9.4 DOCUMENT TEMPLATES

It is compulsory to use the templates available for all the documentation generated within BEST project. The PROJECT templates that have been prepared by CLERENS, distributed between partners and SAVED on MS Teams Repository.



10 PROJECT CHANGES AND POTENTIAL PROBLEM AREAS

10.1 CHANGES IN THE PROJECT: AMENDMENTS / INFORMATION LETTERS

The basic principle of the project is to carry out the tasks and activities within the time scheduled and resources foreseen as described in the Annex I (DoA) to the Grant Agreement.

Any changes in the status of a beneficiary shall be communicated to the Coordinator as soon as possible. The coordinator shall resolve queries and advise the beneficiaries. If required, the Project Coordinator will contact the EC Project Officer responsible and request clarifications and procedures to be followed.

Significant project changes and deviations from the work planned must be dealt with in writing. The participant involved or WP Leader proposing the change should forward a written communication to the Consortium explaining the reason behind the proposed changes and direct consequences in terms of budget, work programme, etc.

As a general rule, an amendment to the Grant Agreement (GA) is necessary whenever the GA or its annexes shall be modified. In some cases, the GA gives the parties the possibility to carry out certain modifications without an amendment to the GA. Finally, there are cases where the need for an amendment must be assessed carefully.

If an amendment to the GA is necessary, the Project Coordinator will request the amendment process to the Project Officer on behalf of the Consortium.

Small changes during the implementation of the activities and/or the plan defined in the DoA shall be understood as normal in a research project. However, these minor deviations shall be identified and explained in the description of the activities of the corresponding periodic report and corrective measures that were implemented (if any).

ANNEX 1 – BEST Contact list

The complete BEST Contact lists is below and also uploaded on the Project Repository.

Organization Name	Role	Name
KIC INNOENERGY SE	Coordinator Contact	Arne Christian LORENZ
KIC INNOENERGY SE	Project Legal Signatory	Arne Christian LORENZ
KIC INNOENERGY SE	Project Financial Signatory	Arne Christian LORENZ
KIC INNOENERGY SE	Primary Coordinator Contact	Alessandro Romanello
ZABALA BRUSSELS	Participant Contact	Maria Laura Trifiletti
ZABALA BRUSSELS	Project Legal Signatory	Ainhoa ZABALA
ZABALA BRUSSELS	Project Financial Signatory	Ainhoa ZABALA
ZABALA BRUSSELS	Participant Contact	Gabriele Gaffuri
ALLIANCE EUROPEENNE DE RECHERCHE DANS LE DOMAINE DE L'ENERGIE	Task Manager	Spyridon Pantelis
ALLIANCE EUROPEENNE DE RECHERCHE DANS LE DOMAINE DE L'ENERGIE	Project Financial Signatory	Ivan Matejak
ALLIANCE EUROPEENNE DE RECHERCHE DANS LE DOMAINE DE L'ENERGIE	Project Legal Signatory	Ivan Matejak
ALLIANCE EUROPEENNE DE RECHERCHE DANS LE DOMAINE DE L'ENERGIE	Task Manager	Mónica de Juan González
VDI/VDE INNOVATION + TECHNIK GMBH	Project Financial Signatory	Peter DORTANS
VDI/VDE INNOVATION + TECHNIK GMBH	Project Legal Signatory	Peter DORTANS
VDI/VDE INNOVATION + TECHNIK GMBH	Task Manager	Marlene Eisenträger
VDI/VDE INNOVATION + TECHNIK GMBH	Task Manager	Monika Curto Fuentes
VDI/VDE INNOVATION + TECHNIK GMBH	Task Manager	Roman Korzynietz
VDI/VDE INNOVATION + TECHNIK GMBH	Participant Contact	Stefan Wolf
VDI/VDE INNOVATION + TECHNIK GMBH	Project Legal Signatory	Werner WILKE
VDI/VDE INNOVATION + TECHNIK GMBH	Project Financial Signatory	Werner WILKE
SINTEF AS	Project Financial Signatory	Oddvar SØGÅRD
SINTEF AS	Project Legal Signatory	Ingeborg KAUS
SINTEF AS	Participant Contact	Roberto Scipioni
SINTEF AS	Project Legal Signatory	Eli AAMOT

D1.1 – “Project Management Plan”

PU



CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Project Financial Signatory	Andrea CANESCHI
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Participant Contact	Roberta ROSTAGNO
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Participant Contact	Eliana QUARTARONE
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Participant Contact	Claudia BETTACCINI
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Participant Contact	Laura Masiero
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Project Legal Signatory	Federica Bondioli
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER LA SCIENZA E TECNOLOGIA DEI MATERIALI	Participant Contact	Piercarlo Mustarelli
CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA	Project Legal Signatory	Nuria Gisbert
CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA	Participant Contact	Estibaliz Crespo
CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA	Participant Contact	Montserrat GALCERÁN
CENTRO DE INVESTIGACION COOPERATIVA DE ENERGIAS ALTERNATIVAS FUNDACION, CIC ENERGIGUNE FUNDAZIOA	Project Financial Signatory	Sara ORTIZ
SINTEF ENERGI AS	Project Financial Signatory	Siri WALSTAD
SINTEF ENERGI AS	Project Legal Signatory	Dag Eirik NORDGÅRD
SINTEF ENERGI AS	Team Member	Inge Madshaven
SINTEF ENERGI AS	Participant Contact	Edel SHERIDAN
AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	Participant Contact	Margherita MORENO
AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	Team Member	Annalisa Aurora
AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	Project Legal Signatory	Giorgio GRADITI



This project has received funding from the European Union’s Horizon Europe Research and Innovation Programme under Grant Agreement N. 101069676

D1.1 – “Project Management Plan”

PU



AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	Project Financial Signatory	Giorgio GRADITI
I.C. BELGIUM SCRL	Participant Contact	Emin Aliyev
I.C. BELGIUM SCRL	Participant Contact	Patrick Clerens
I.C. BELGIUM SCRL	Project Financial Signatory	Myriam Clerens
I.C. BELGIUM SCRL	Project Legal Signatory	Myriam Clerens
EUROPEAN ASSOCIATION FOR STORAGE OF ENERGY	Participant Contact	Thomas Otuszewski
EUROPEAN ASSOCIATION FOR STORAGE OF ENERGY	Participant Contact	Patrick CLERENS
EUROPEAN ASSOCIATION FOR STORAGE OF ENERGY	Project Legal Signatory	Patrick CLERENS
EUROPEAN ASSOCIATION FOR STORAGE OF ENERGY	Project Financial Signatory	Patrick CLERENS



This project has received funding from the European Union’s Horizon Europe Research and Innovation Programme under Grant Agreement N. 101069676