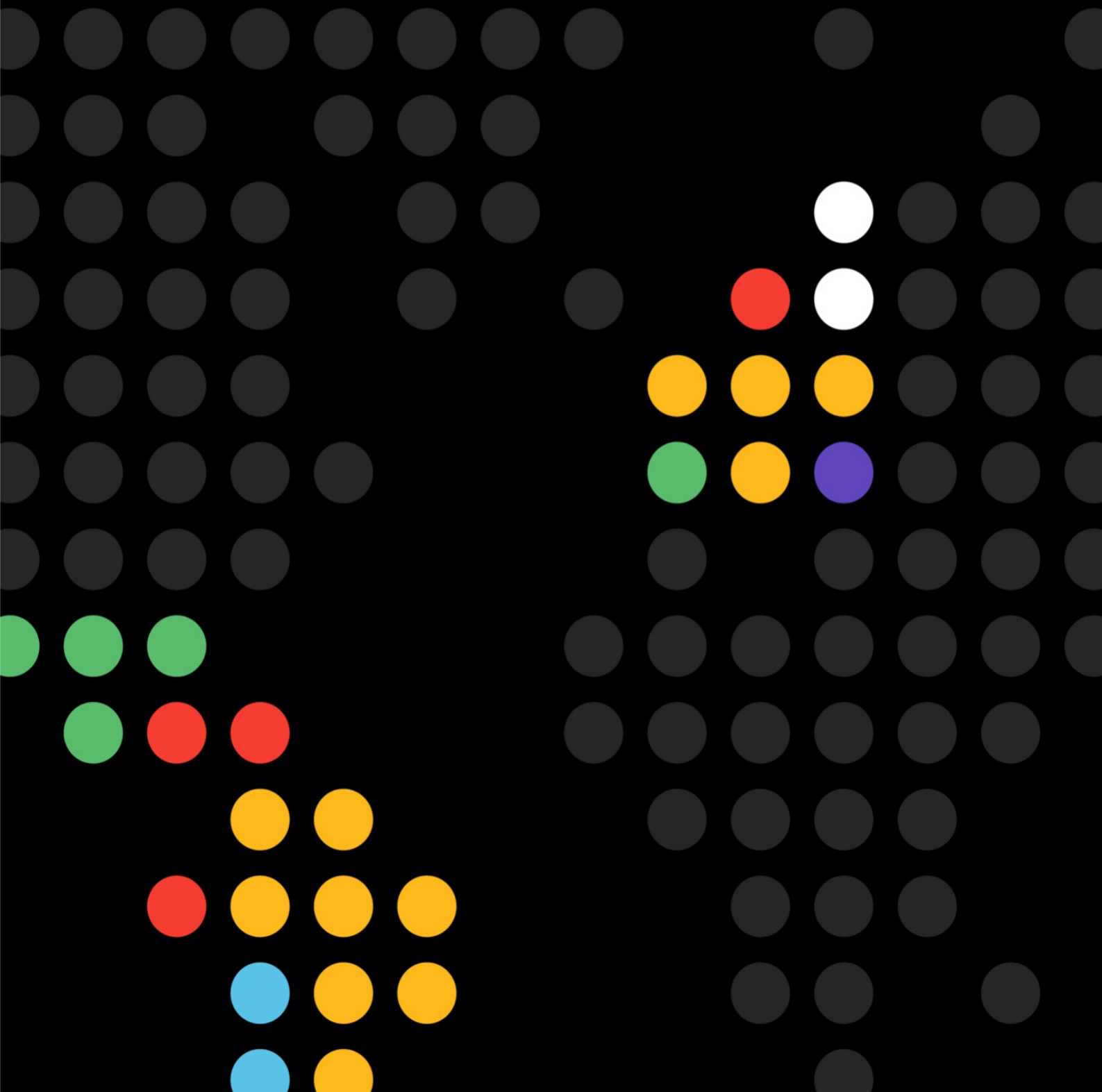


# RISC2



# Deliverable 1.1

Project management plan and quality guidelines



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101016478

## Document Information

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## Change Log

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V0.1	First draft
V0.2	Changes suggested by the internal reviewer
V0.3	Corrections made as suggested by the reviewer
V1.0	Final version

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# 1. Executive Summary

The purpose of the Management plan and quality guidelines deliverable is to provide an overview of the internal management procedures for the RISC2 project, and to ensure both efficient project execution and high quality project results. It will also serve as a support reference manual for project partners as it describes, in a comprehensible way, the governance structure, the reference project legal documents, the project management procedures and tools, and the reporting procedure. It also includes roles and responsibilities, and the internal monitoring process for project progress.

Planning the management procedures contributes to the Management objectives of the project and will indirectly influence its technical implementation by ensuring an efficient working environment.

This is a living document that may be updated during the project lifetime (as a parallel document, used for internal monitoring).

# 2. Project Coordination and Management

The RISC2 Consortium comprises 16 partners from 5 EU Member States and 7 countries in Latin America. This section describes the organisation of consortium's governance bodies, and the planned meetings and interactions for optimising the project implementation.

## 2.1 Governance structure

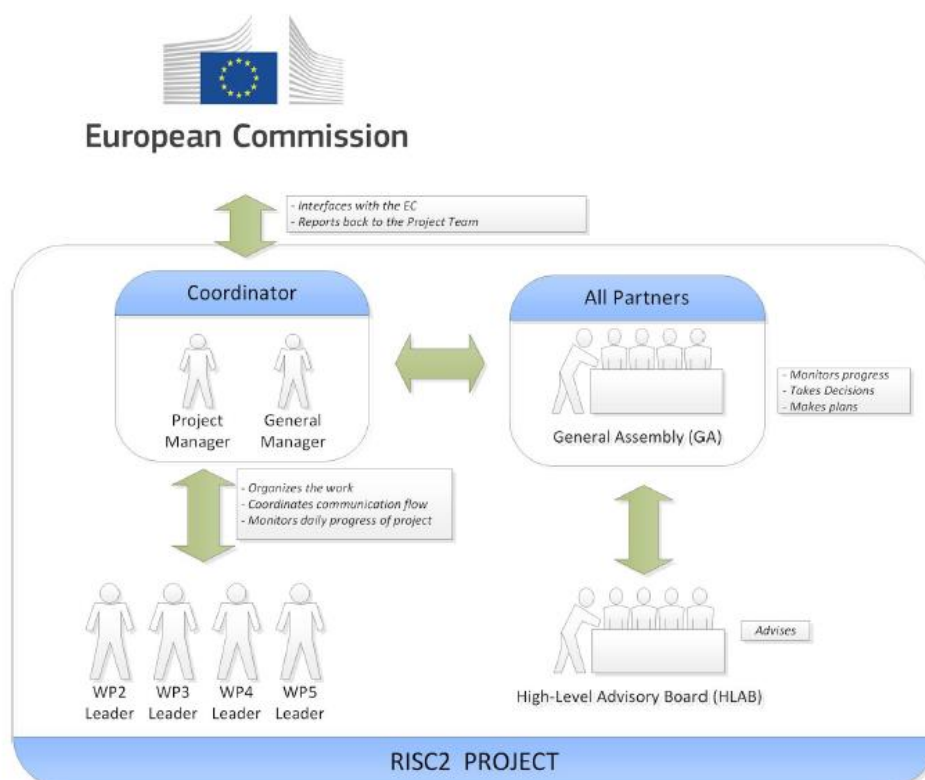


Figure 1: RISC2 Management Structure

### 2.1.1 Project Coordination

The Barcelona Supercomputing Center will serve as Coordinator of the RISC2 project. This role will be shared between the General Manager (GM) and the Project Manager (PM) under the leadership of the Principal Investigator (PI).

The Principal Investigator (PI), Prof Mateo Valero, will drive the overall strategic agenda of the project and will ensure that the scientific and technical objectives of the project are met on time and within budget. The PI will be advised by a High-Level Advisory Board (HLAB). The PI will be responsible for regular reporting to the General Assembly (GA) of all partners.

Prof. Ulises Cortés will be the General Manager (GM) who chairs the General Assembly and performs the day-by-day management of the project, by coordinating and supervising the activity of the Work Package leaders (WPLs) represented in the Technical Board (TB). The GM also ensures that the project maintains its relevance to the H2020-FETHPC-04 and its strategic objectives. Moreover, the GM organizes technical presentations of project progress to external parties and ensures the appropriate involvement and visibility of the members of the project. The GM will also identify and track possible problems and propose suitable corrective actions (e.g. resource reallocation, task force creation, etc.). The GM will report to the PI.

The Project Manager (PM), Dr. Elena Markocic, will act as the official point of contact between the Commission and the Beneficiaries and will be responsible for the day-to-day administration of the project, including, but not limited to: organising meetings, taking and distributing minutes, and the general legal, financial and administrative management and Periodic Reports and Financial Statements. The PM will help to ensure the timely delivery of project objectives and deliverables by continuously monitoring the project progress against the plan. The PM will also be responsible for quality assurance. The PM will report to the GM.

### 2.1.2 Work Package Leaders and Technical Board

The Work Package Leaders (WPLs) are responsible for the scientific and technical work of their respective Work Packages. These tasks include the planning and control of all activities within the Work Package, the preparation of deliverables and the collection of the contributions from other partners participating in the respective Work Packages for internal and external reports. They meet regularly via teleconference or face-to-face as a part of the Technical Board (TB) and arrange for additional technical meetings when necessary. They are expected to raise critical issues in the Technical Board and to support the General Manager in coordinating cross-work package relationships within the appropriate activity area. They must actively participate in the regular project-related meetings as well as prepare technical and status presentations as required. Each WPL is appointed by the organisation responsible for the respective WP. The WPLs may nominate separate task leaders when necessary. The WPLs report to the General Manager.

The RISC2 teams and work package leaders are:

- WP1 Prof. Mateo Valero (BSC)/ Prof. Ulises Cortés (BSC)
- WP2 Prof. Ulises Cortés (BSC) / Prof. Carlos Jaime Barrios (UIS)
- WP3 Dr. Bernd Mohr (JUELICH) / Dr. Esteban Mocksos (UBA)
- WP4 Dr. Luc Giraud (INRIA) / Dr. Ginés Guerrero (NLHPC)



- WP5 Prof. Rui Oliveira (INESCTEC) / Dr. Esteban Meneses (CENAT)

### 2.1.3 General Assembly

The General Assembly (GA) is the formal decision-making body that holds the highest level of authority in the project. It is also responsible for resource allocation, the review/approval of the Periodic Reports and Deliverables, the preparation of project reviews, and the coordination of exploitation plans. It is chaired by the Principal Investigator and consists of one representative from each partner. The GA is formally responsible for successful project completion. The General Assembly makes decisions by consensus when possible. In the case that it cannot be obtained, the GA puts decisions to a vote that is decided by a simple majority. In the event of a tie vote, the PI casts the deciding vote. The GM will act as GA secretary and support the PI in leading the activity of the GA. The GM holds voting rights only when representing the Coordinator in the absence of the PI.

The members of the RISC2 GA are presented in Table 1.

Table 1: RISC2 General Assembly

No	Beneficiary short name	Representative
1	BSC (PI)	Mateo Valero
2	CIEMAT	Rafael Mayo-García
3	JUELICH	Bernd Mohr
4	INRIA	Stephane Lanteri
5	ATOS	Erwan Raffin
6	CINECA	Sanzio Bassini
7	UC	Pedro Alberto
8	INESCTEC	Rui Oliveira
9	UBA	Esteban Mocskos
10	UIS	Carlos J. Barrios H.
11	UDELAR	Sergio Nesmachnow
12	LNCC	Antônio Tadeu Gomes
13	CINVESTAV	Isidoro Gitler
14	NLHPC	Ginés Guerrero
15	COPPE	Alvaro Coutinho
16	CENAT	Esteban Meneses

### 2.1.4 High-Level Advisory Board

To maximize the impact of the project, a High-Level Advisory Board (HLAB) has been set up to give strategic advice and guidance to the consortium to achieve the project goals and to support RISC2 RDI HPC Policy Dialogue. The HLAB is made up of technical, senior world-renowned experts in HPC areas from Europe and Latin America, external to the project, which will be expected to be very hands-on and offer expert advice and guidance and policy advice in the High-Performance



Computing area. The main goals are to provide evaluation and feedback in respect to Grant Agreement and project objectives, monitor the milestones and provide input when necessary, and to provide critical evaluation of the outcomes. The HLAB will contribute to the analysis of the benefits of industrial and technological cooperation between Europe and Latin America and will advise on opportunities to launch new research initiatives and new innovation & exploitation opportunities. The HLAB provides a cost-effective mechanism for quickly obtaining real-world feedback on project interim results. They also actively contribute to the project by notifying the RISC2 consortium on the latest scientific and technological evolutions in the HPC policy area, new initiatives, etc. Moreover, it facilitates the industry's direct participation in identifying and pursuing exploitation opportunities.

In the first six months of the project, the General Assembly will appoint a High-Level Advisory Board that will be tasked with providing input to the project on an annual basis. The HLAB will be comprised of expertise areas that reflect the activity state-space of the project. These areas include Entrepreneurship, Climate change, Innovation, HPC equipment, HPC infrastructures and Policy Dialogue, among others. The current members of the RISC2 HLAB are presented in Table 2.

Table 2: RISC2 High-Level Advisory Board

No.	HLAB Member	Host organization
1	Félix García-Lausín	Espacio Iberoamericano del Conocimiento
2	Salma Jaliffe	Secretaría de Telecomunicaciones y Transportes
3	Luis Eliécer Cadenas	RedCLARA: Consorcio Latinoamericano de Redes Académicas
4	Carlos Henrique de Brito Cruz	FAPESP: Fundação de Amparo à Pesquisa do Estado de S. Paulo
5	Nuno Feixa Rodrigues	FCT: Fundação para a Ciência e a Tecnologia Portugal
6	Michel Cosnard	HCERES High Council for Evaluation of Research and Higher Education

### 2.1.5 Dissemination Manager

The RISC2 Dissemination Manager (DM), from INESC TEC, ensures that the project results are disseminated, exploited, and commercialised according to the Dissemination and Exploitation Plan (D5.1). In addition, the DM provides templates for project deliverables and presentations, guidelines for project visual identity and publications, and recommendations for increasing the visibility of the action.

## 2.2 Project Meetings

In the context of the COVID 19 pandemics and of the associated travelling and gathering restrictions, the meetings and events planned in the context of RISC2 had to be reconsidered and allowed a higher level of flexibility. Therefore, for the first year of the project, it is assumed that all project meetings and events will take place online. For the upcoming years, the form of the meetings will depend on the evolution of the present pandemic.

**The First Project Meeting.** The first RISC2 Meeting took place on 11 February 2021 as a teleconference (via Zoom). The meeting focussed on the changes required by the COVID 19

pandemics, considering the CSA nature of the project (e.g. the need of delaying the start of the activities and of changing the events form face-to-face to virtual meetings).

**GA Meetings.** The GA holds regular conference calls to review project progress and solve any raising issue; extraordinary meetings can be called on request by the PI with at least a 2 week notice. If possible, the GA will meet once annually face-to-face, with the meeting's location rotating through the partners' sites or during the concurring events to save expenses.

**TB Meetings.** The TB will hold monthly conference calls (Zoom) to evaluate progress, assess risks, and take any decision needed to timely meet the project goals. The TB Meetings will be organised by the GM together with the PM. The GM and PM will prepare the meeting agenda, chair the meeting, and provide the minutes of the meeting at the end of the event.

**WP Meetings.** Each WPL will organise biweekly or monthly online meetings to monitor and coordinate the activities inside their respective WP. Moreover, bilateral WP Meetings will be organised whenever necessary, to address the dependency between the various RISC2 WPs.

The WPLs will prepare the meeting agendas, will chair the meetings, and will provide the minutes of the meeting at the end of the event.

The minutes from all RISC2 meetings will be made available to the consortium through the B2DROP repository (described later).

To help with the time planning of the various administrative and technical gatherings, all WPLs have access to a shared RISC2 calendar of meetings and events.

## 2.3 Conflict of interest

Goodwill to avoid any conflict of interest and to act in good faith is essential for the success of the RISC2 project. When Beneficiaries identify conflicts of interest that cannot be resolved through bilateral communication, they should bring the issues to the attention of the PI immediately. The PI will present the issue to the General Assembly for discussion and hold a vote if required. According to the Consortium Agreement, the General Assembly shall strive to make decisions by consensus. If consensus cannot be achieved, decisions on proposals shall be taken by a majority of two-thirds. If it is not possible to obtain a majority of two-thirds, after 30 minutes a second ballot shall take place, and the decision shall be taken by simple majority of the cast votes. In case of a tie, the PI will have a casting vote.

## 2.4 Emergency procedures

Any event that may jeopardise the overall completion of the Project should be reported immediately to the PI. The PI will endeavour to resolve the issue as soon as possible by calling an emergency General Assembly Meeting in order to determine the next steps.

## 3. Legal documents

### 3.1 Grant Agreement

The Grant Agreement is the main legal document underpinning the project's execution. It is a contract between the project participants and the European Commission. The Grant Agreement mainly provides information on the grant (parties, duration, start date, budget, maximum funding, etc.), obligations of the beneficiaries towards the funding agency (such as reporting requirements), as well as the intellectual property framework and other legal conditions. The RISC2 Grant Agreement is dated on 17 December 2020 and has number 101016478.

Beyond its core terms and conditions, mostly standard text, the Grant Agreement also includes the following annexes, which form an integral part of the contract:

- Annex I. Description of the action (DoA)
- Annex II. Estimated budget for the action
- Annex III. Accession form for beneficiaries
- Annex IV. Model for the financial statement
- Annex V. Model for the certificate on financial statements
- Annex VI. Model for the certificate on the methodology

The most extensive and important Annex to the Grant Agreement is the Description of Action (DoA), which comprises the technical description of the work to be undertaken in the project (work packages, tasks, deliverables, milestones), the description and roles of the different partners, allocated efforts in person-months, and budget details.

### 3.2 Consortium Agreement

The Consortium Agreement (CA) is set among the project participants and aims to provide a legal framework for their collaboration within the boundaries of the Grant Agreement. The CA includes provisions on governance, intellectual property, dissemination, and liability among others. The funding agency is not a party to the CA.

### 3.3 Changes to the Grant Agreement

The Grant Agreement can and must be changed when an important project parameter changes: partnership, duration, budget, etc. Implementation of such changes must follow a specific procedure called "Grant Agreement Amendment". Most changes that trigger Grant Agreement Amendments relate to updates in the DoA (e.g., changes in tasks and deliverables, changes in efforts allocated to partners, changes in partner's teams, budget transfers across participants, etc.). Whenever possible, changes tend to be grouped and implemented all at once in an amendment.

Grant Agreement amendments are submitted to the Funding Agency through the Funding and Tenders Portal by the Coordinator on behalf of the Consortium. This implies that the Consortium must be informed and agree on the proposed changes before the amendment is requested. The PM will be responsible to prepare and follow up the amendments to the Grant Agreement during



the project. Participants should contact the PM and GM for any modification they consider necessary. The PM should contact the Project Officer to inform about the proposed changes before launching the amendment officially through the portal.

### 3.3.1 RISC2 AMD-101016478-2

In April 2021 the RISC2 Consortium requested a Grant Agreement Amendment concerning the following changes:

1. Change of the action's duration: an increase of the action's duration by 6 months (new end date from 31/12/2022 to 30/06/2023).
2. Change of reporting periods: an update of the final scientific and technical reviews (from M24 to M30); new dates for project reviews in M18 and M30.
3. Change of Annex 1 (description of the action): an update of all due-dates for Deliverables and Milestones in the project, by a 6-month shift of these due-dates.

The Amendment was approved and signed by the EU on 30 April 2021.

## 4. Internal communication

To ensure a proper project implementation, internal communication is essential. The RISC2 Consortium will use electronic mail as main tool of communication and will document all meetings by means of agenda and minutes, which will be made available through the official project repository (B2DROP).

### 4.1 Mailing lists

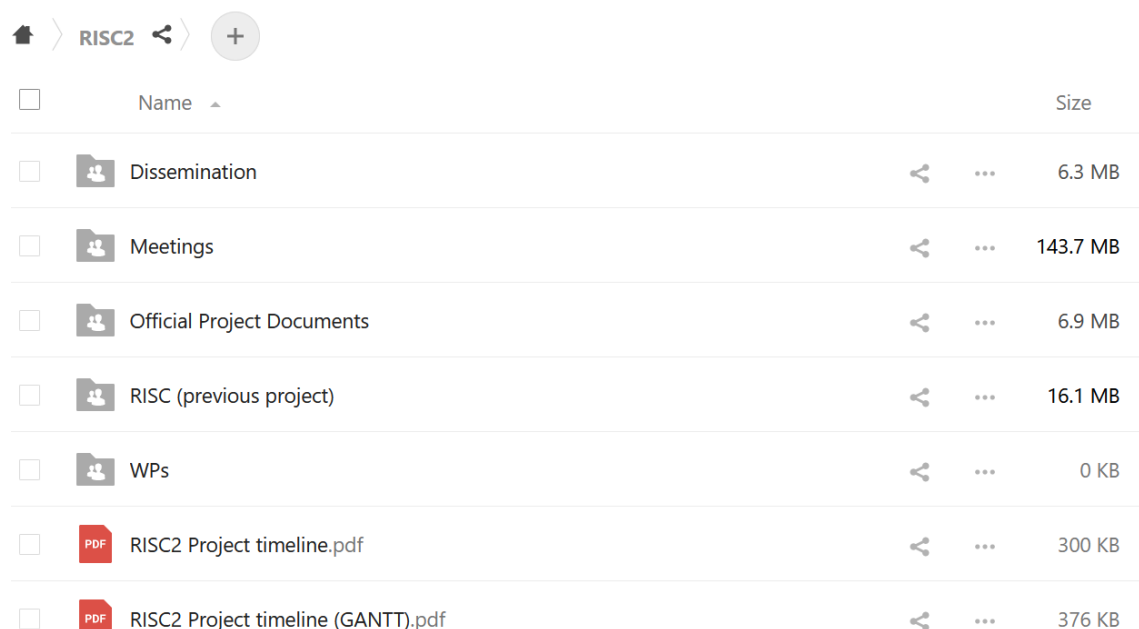
The following mailing lists have been created to facilitate the internal communication:

- risc2@bsc.es: all RISC2 contacts;
- risc2-ga@bsc.es: RISC2 GA members;
- risc2-tb@bsc.es: RISC2 TB members;
- risc2-hlab@bsc.es: RISC2 HLAB members;
- risc2-wp1@bsc.es: WP1 participants;
- risc2-wp2@bsc.es: WP2 participants;
- risc2-wp3@bsc.es: WP3 participants;
- risc2-wp4@bsc.es: WP4 participants;
- risc2-wp5@bsc.es: WP5 participants;

The mailing lists are managed by the PM who is responsible for granting access to any new RISC2 team member.

## 4.2 B2DROP repository

A project repository (hosted by BSC, and which can be accessed by all project participants) has been created in order to keep track of project results and other documents useful for project implementation (such as RISC2 Consortium Agreement and RISC2 Grant Agreement). An overview of the B2DROP repository structure is illustrated in Figure 2.



<input type="checkbox"/>	Name	Size
<input type="checkbox"/>	Dissemination	6.3 MB
<input type="checkbox"/>	Meetings	143.7 MB
<input type="checkbox"/>	Official Project Documents	6.9 MB
<input type="checkbox"/>	RISC (previous project)	16.1 MB
<input type="checkbox"/>	WPs	0 KB
<input type="checkbox"/>	RISC2 Project timeline.pdf	300 KB
<input type="checkbox"/>	RISC2 Project timeline (GANTT).pdf	376 KB

Figure 2. RISC2 B2DROP repository structure

## 5. Project management procedures and tools

### 5.1 Financial management

To continuously monitor the financial status of the RISC2 project, the partners are required to provide information every six months on project expenses. The PM will provide an internal monitoring template, where they indicate the person months incurred across the WPs they are involved in, and other costs together with their justification. This exercise allows the project coordination team to detect any potential deviation and take corrective actions when necessary.

### 5.2 Deliverable quality criteria and review procedure

Project deliverables are the outcome of the project implementation across the various WPs. As a general rule, the creation of deliverables is the responsibility of the corresponding WPLs, who need to gather contributions from WP participants as appropriate. Prior to submission on the Funding and Tenders Portal, deliverables are examined for quality and undergo an internal review process, as detailed in subsections 5.2.1 and 5.2.2 respectively.

The RISC2 deliverable template, including a general deliverable structure, was shared with all partners and is also available on the B2DROP repository.

## 5.2.1 Deliverable Quality criteria

The deliverable review procedure uses the following quality criteria as reference:

- **Completeness.** The document must address all aspects related to the purpose for which the information is produced. Redundancy of information must be avoided, as it may obscure the clarity of the deliverable. Information should be provided to the depth needed for the purpose of the document.
- **Accuracy.** The information provided in the deliverable must be evidence-based. This means that all factual information used in the deliverables should be supported by relevant and up-to-date references.
- **Relevance.** The information provided in the deliverable should focus on project key issues and be written in a way that takes into consideration its target audience.
- **Adherence to uniform appearance.** It is important that all deliverables are prepared following a uniform appearance and structure, as they originate from the same initiative (project). Therefore, the official RISC2 template must be used for all deliverables.

## 5.2.2 Review procedure

The intention of the Deliverable Review Procedure is to ensure that the document has been reviewed against the set of quality criteria described above. The 19 Deliverables planned for RISC2 have been distributed for review among the 16 partners. This does not exclude that other partners, not appointed as reviewers, provide their comments to the different deliverables if they wish to do so. The list of deliverables and their corresponding authors and assigned reviewers were discussed and agreed among the partners, and are available on the B2DROP repository.

The following table summarises the internal deliverable review process established to ensure their timely submission.

Table 3: RISC2 Deliverable Review procedure

Timeframe	Review step
5 weeks before the deadline	The PM sends a reminder to the author of the upcoming deliverable/s; the PM informs about the appointed reviewer indicating when the draft should be ready to send for review.
3 weeks before the deadline	The author sends the draft deliverable to the appointed reviewer for comments.
2 weeks before the deadline	The appointed reviewer sends their comments back to the author (Track changes document).
5 days before the deadline	The author sends the consolidated deliverable back to the reviewer.
2 days before the deadline	The reviewer confirms the deliverable is accepted and the author sends final version to the PM.
Submission deadline	The PM reviews the format and deliverable label before uploading the document on the Funding and Tenders portal.



When rejecting a deliverable, the reviewer must provide to the deliverable author, in writing, constructive suggestions for improvement. Upon receiving the suggestions for improvement, the deliverable author must determine together with the Project Manager the updated schedule to complete the deliverable.

## 5.3 Milestones management

At the end of each phase in the project, a milestone is set up to perform key technical reviews and make strategic decisions to guarantee that the progress of the project is aligned with project objectives. Table 4 presents the RISC2 milestones, while the means of verification for each of them can be found in the DoA.

Table 4: RISC2 Milestones

Milestone number	Milestone name	WP Number	Due date
MS1	R&I RISC2 Events	WP3	M25
MS2	Web community environment	WP5	M12
MS3	Policymakers Event	WP3	M30
MS4	Roadmap for HPC between Europe and the LATAM	WP2	M27
MS5	HPC Observatory	WP2	M12
MS6	Project completion	WP1, WP2, WP3, WP4, WP5	M30

## 5.4 Risk management

The RISC2 risk management process comprises all activities to identify, assess, prioritise, manage, and control risks that may affect the execution of the project and the achievement of its objectives.

Because of the complex nature of the activities required for project execution, there are risks that could affect the full accomplishment of its objectives. These have been identified in advance, and mitigation measures have been arranged for each potential situation (as detailed in the RISC2 DoA and Table 5 of this document). However, unforeseen risks may arise as the project evolves and they should be monitored throughout the RISC2 project lifecycle. Analysis of deliverable status, WP objectives and periodic reports analysis will be considered as tools for risk identification. In addition, brainstorming meetings might be organised among WPLs in order to identify new potential risks.

The evolution of the risk during the RISC2 implementation is the responsibility of the PM, with support from the WPLs.

Table 5: RISC2 Critical Implementation risks and mitigation actions

Risk number	Description of risk	WP Number	Proposed risk-mitigation measures
1	Change of the policymakers involved in the project. (Low)	WP3, WP5	Immediate contact will be made with the new policymakers in charge, facilitating the shifting process of the RISC2 contact persons
2	Risks of not satisfactory and balanced involvement of the two HPC R&I regional communities. (Low)	WP3, WP4, WP5	Continuous attention will be paid to the origin of the RISC2 community participants, reporting on this will be available for the EC. In case the participation EU-LATAM is not balanced, the consortium will increase the activities in the region less involved.
3	Insufficient integration among the project components and activities. (Low)	WP1, WP2, WP3, WP4, WP5	The consortium will identify the cause for this lack of integration and a redefinition of the workplan will be agreed with the EC, to increase integration and synergy.
4	Inability to mobilize enough support and interest in the community. (Low)	WP3, WP4, WP5	The consortium is extremely embedded in the community, reach out will be done early on.
5	Financial complications arise related to a partner. (Low) Delivery delays rise due to one partner. (Low)	WP1, WP2, WP3, WP4, WP5	Once the low unsatisfactory performance has been identified, and the partner has been alerted, in three months after the decision by the consortium, a proposal to replace the partner is made to the EC.
6	New networks and initiatives emerge with similar goals (Medium) Disruptive developments in the field that would make parts of the agenda irrelevant. (Medium)	WP1, WP2, WP3, WP4, WP5	Will extend collaboration schemes to interact and liaise, instead of competing, with such initiatives

## 6. Reporting and reviews

### 6.1 Periodic reporting

During the RISC2 execution period (from 1st of January 2021 until 30th of June 2023) the Consortium will have to submit 1 Final Report. In compliance with the Horizon 2020 rules specified in Article 20.4 of the RISC2 Grant Agreement, the report must be submitted within 60 days following the end of the reporting period.

The report consists of a technical and a financial part that must describe the technical activities and costs incurred over the corresponding period specified above.



A guide for RISC2 reporting was created by the PM, shared with all consortium members and made available on the B2DROP repository. The guide includes screenshots and detailed instructions for adequate technical and financial reporting. If needed, additional webinars will be organised prior to the end of the reporting period.

### 6.1.1 Technical Report

The technical report is made of two parts:

1. PART A can be updated at any time during the lifetime of the project. This has to be done through the Funding and Tenders portal under the Continuous Reporting Module. It consists of the following sections:
  - Summary for publication,
  - Deliverables, Ethics, DMP, Other Reports,
  - Milestones,
  - Critical Risks,
  - Publications,
  - Dissemination & Communication Activities,
  - Patents (IPR),
  - Innovation,
  - Open Data,
  - Gender,
  - ABS Regulation.

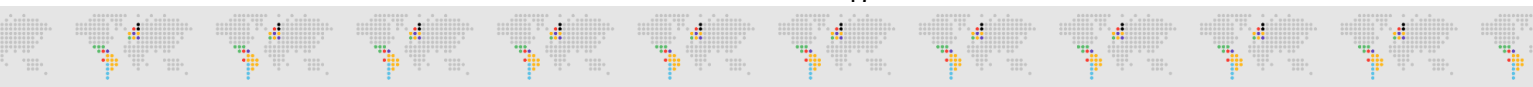
The GM, supported by the PM and all the other partners, will be responsible for collecting and introducing the information in the appropriate sections for Continuous Reporting. Regarding the dissemination and exploitation of results, the DM will keep track of the project dissemination activities for the purpose of reporting. Participants will be asked regularly to send updates on any dissemination activity related to RISC2. The DM will integrate all the available information in a general dissemination tracking table.

2. PART B is the core part of the report and follows the template made available by the European Commission. It has to be uploaded to the grant management tool as a single document including:
  - Details of the work carried out by all beneficiaries during the reporting period as per WP; and
  - An overview of the progress towards the project objectives, justifying any difference between the work described in Annex I (DoA) and the work actually performed.

The GM in close collaboration with the project partners will be responsible to elaborate the Part B of the Periodic Technical Report and upload the file to the portal.

The final report must also include a 'Final technical report' with a summary for publication containing:

- an overview of the project results and their exploitation and dissemination,



- the conclusions on the action, and
- the socio-economic impact of the action.

## 6.1.2 Financial Report

### 6.1.2.1 RISC2 eligible costs

For incurred project costs to be eligible and therefore approved by the Funding Agency, they must fulfil the following general conditions:

- They must be incurred by the beneficiary.
- They must be incurred during the duration of the project, with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report.
- They must be indicated in the estimated overall budget in Annex II.
- They must be actual and necessary for carrying out the RISC2 implementation.
- They must be identifiable, verifiable and recorded in the participants' accounts.
- They must be registered in accordance with the usual accounting practices of the participant.
- They must comply with the applicable national law on taxes and social security.
- They must be reasonable and justified, and must comply with the principle of sound financial management, in particular regarding economy and efficiency.

### 6.1.2.2 Financial Statements for each beneficiary

The Financial Report is composed of Individual Financial Statements for each beneficiary, together with an explanation on the use of resources. Financial statements are specific documents in which each participant declares all the costs incurred over the corresponding reporting period.

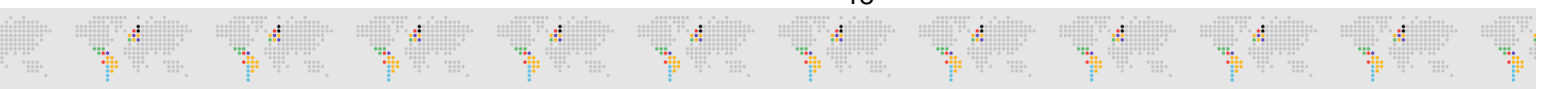
The justification of costs is done through the Funding and Tenders Portal by using the Periodic Reporting Module (which is made available to the participants after the end of the corresponding reporting period by the Project Officer). Each beneficiary must fill in and detail their own expenses. Once the input information is complete, the beneficiary must electronically sign the Financial Statement. Only users with the role of Project Financial Signatory (PFSIGN) can perform this action. Once all Financial Statements have been signed by all beneficiaries (including the coordinator), the Coordinator will check that all information is correct and include the Financial Statements in the Periodic Report composition.

The 'Final financial report' will also contain:

- a 'final summary financial statement', created automatically by the electronic system, and including the request for payment of the balance; and
- a 'certificate on the financial statements' for each beneficiary who requests a total contribution of EUR 325,000 (excluding indirect costs) or more, as reimbursement of actual costs and unit costs.

### 6.1.2.3 Explanation on the deviations from the planned budget

In addition to the financial statements for each beneficiary, an explanation of any significant deviation from the costs forecasted in Annexes I and II of the Grant Agreement should be provided



in the Part B of the Periodic technical report. Moreover, information on unforeseen subcontracting and unforeseen in-kind contributions provided by third parties (if any) should be also provided and properly justified. The PM will be responsible for collecting and compiling the information from all beneficiaries. To that end, every 6 months the PM will monitor the effort and costs incurred by all partners as described in section 5.1 of this document.

#### 6.1.2.4 Report submission

The Coordinator is responsible for approving the Financial Statements of each beneficiary and revising all information included in the Technical Report (Part A and Part B). Once all information is complete, the Coordinator will submit the Periodic Report to Funding Agency through the Funding and Tenders Portal.

## 6.2 Reviews

The Funding Agency carries out checks and reviews on the proper implementation of the action (including assessment of deliverables and reports). Reviews normally refer mainly to the technical implementation of the project (i.e., its scientific and technological relevance), but may also cover financial and budgetary aspects or compliance with other obligations under the Grant Agreement. The RISC2 reviews are scheduled for Month 18 (June 2022) and Month 30 (June 2023) in Brussels. However, dates and location are tentative and are subject to changes based on the flexibility and availability of the Project Officer, of the selected reviewers, and of the project partners, and also on the health recommendation at the respective time (e.g. travelling and gathering restrictions due to COVID-19 pandemics).

## 7. Acronyms and Abbreviations

CA	Consortium Agreement
DoA	Description of Action
DM	Dissemination Manager
GA	General Assembly
GM	General Manager
HLAB	High-Level Advisory Board
PI	Principal Investigator
PM	Project Manager
TB	Technical Board
WP	Work Package
WPL	Work Package Leader

### Beneficiaries:

No	Beneficiary short name	Beneficiary
1	BSC	BARCELONA SUPERCOMPUTING CENTER - CENTRO NACIONAL DE SUPERCOMPUTACION (ES)
2	CIEMAT	CENTRO DE INVESTIGACIONES ENERGETICAS, MEDIOAMBIENTALES Y TECNOLOGICAS (ES)
3	JUELICH	FORSCHUNGSZENTRUM JULICH GMBH (DE)
4	INRIA	INSTITUT NATIONAL DE RECHERCHE ENINFORMATIQUE ET AUTOMATIQUE (FR)
5	ATOS	BULL SAS (FR)
6	CINECA	CINECA CONSORZIO INTERUNIVERSITARIO (IT)
7	UC	UNIVERSIDADE DE COIMBRA (PT)
8	INESCTEC	INSTITUTO DE ENGENHARIADE SISTEMAS E COMPUTADORES, TECNOLOGIA E CIENCIA (PT)
9	UBA	UNIVERSIDAD DE BUENOS AIRES (AR)
10	UIS	UNIVERSIDAD INDUSTRIAL DE SANTANDER (CO)
11	UDELAR	UNIVERSIDAD DE LA REPUBLICA (UY)

12	LNCC	LABORATORIO NACIONAL DE COMPUTACAO CIENTIFICA (BR)
13	CINVESTAV	CENTRO DE INVESTIGACION Y DE ESTUDIOS AVANZADOS DEL INSTITUTO POLITECNICO NACIONAL (MX)
14	NLHPC	UNIVERSIDAD DE CHILE (CL)
15	COPPE	FUNDACAO COORDENACAO DE PROJETOS PESQUISAS E ESTUDOS TECNOLOGICOS COPPETEC (BR)
16	CENAT	FUNDACION CENTRO DE ALTA TECNOLOGIA (CR)