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## DELIVERABLE

**Project Acronym:** REScoop Plus

**Grant Agreement number:** 696084

**Project Title:** REScoop Plus

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### D1.1 – Project Handbook

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Dissemination Level – PU – Public

## REVISION HISTORY AND STATEMENT OF ORIGINALITY

### Revision History

Revision	Date	Author	Organization	Description
01	2016.03.31	CE	LEVELUP	Final Draft
02	2016.03.31	MN	LEVELUP	Final Revision

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# 1 REScoop Plus Project

REScoop Plus builds on the knowledge and network of the REScoop 20-20-20 project. An interesting additional observation made in the previous project was that members of supplying REScoops change their behaviour reducing final energy consumption and investing money to produce renewable energy. The aim of REScoop PLUS is therefore to get a better understanding and foster this behavioural change. It will identify and measure the best practices, share their knowledge, improve their activities in their citizen's engagement and energy efficiency actions and disseminate them to other supplying REScoops in Europe. The objective of REScoop PLUS is to make REScoops in Europe go beyond their activities of producing and supplying energy and take up energy savings for their members as a new pillar in their organisation.

The largest supplying energy REScoops in Europe have recently taken up this task in several experimental projects, with different rates of success for different measures and geographies.

The aim is now to go beyond the experimental phase and create a toolkit with a range of best practice products like communication tools, ICT tools for better measurements or new business models that support energy savings of consumers/members by changing the behaviour of consumers that are ready for market uptake by REScoops to implement into their organisation in order to reduce the CO<sub>2</sub> footprint of their members.

The specific objectives for this project are:

1. Go beyond the superficial claims and indications of energy savings in supplying REScoops
2. Get a better understanding of recently applied work in behavioral science especially related to energy use by REScoop members
3. Share best practices and develop state of the art toolkit for energy savings in REScoops
4. Get a better understanding of the legal barriers and best practices concerning energy savings with consumer/members in REScoops and give policy advice
5. Dissemination and market uptake the state of the art toolkit and the expert group



Figure 1 – REScoop Plus logo

### **Policy background / relevant initiatives**

- Energy Efficiency Directive (2012/27/EU)
  - Art 7, Energy efficiency obligation scheme to retailers and energy distributors
- EU 2030 framework on climate and energy [COM(2014)15]
- FP7 and IEE previous relevant projects
- New policy initiatives may be also relevant
  - EU Energy Union, new deal for consumers
  - Revision of EED and EPBD
  - Revision of the RES directive
- Build on them to save resources, increase the knowledge and impact of your project activities. The world will change a lot in 36 months.

### **Relevant projects and initiatives**

- RESCOOP 202020 [www.rescoop.eu](http://www.rescoop.eu)
- EMPOWERING : <http://iee-empowering.eu/en/>
- CLEAR: <http://www.clear-project.eu>
- NATCONSUMERS: <http://natconsumers.eu/>

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### 3 Work Packages and Project Roles

The Project is divided in seven Work Packages (WP), each with a responsible WP Leader.

Role	Person	Partner
<b>Project Management Team</b>		
Project Coordinator	Manuel Nina	LVLUP
Project Manager	Carmen Estevez	LVLUP
Innovation Manager	Nuno Brito	COOPÉRNICO
Quality and Risk Manager	Siward Zomer	ODE
Dissemination Manager	Daan Creupelandt	REScoop.eu
<b>Work Package Leaders</b>		
<b>WP1</b> – Management	Carmen Estevez	LVLUP
<b>WP2</b> – Statistical testing decrease in consumption for REScoop members	Theocharis Tsousos	TUC
<b>WP3</b> – Behavioural analysis	Thomas Hoppe	TUN
<b>WP4</b> – Sharing and selection of best practices	Siward Zomer	ODE
<b>WP5</b> – Implementation of best practice approach at REScoop suppliers	Nuno Brito Jorge	COOPÉRNICO
<b>WP6</b> – Legal support and advocacy	Daan Creupelandt	REScoop.eu
<b>WP7</b> – Dissemination, Communication & market uptake	Daan Creupelandt	REScoop.eu

#### Organizational structure

REScoop Plus establishes a simple and a transparent management structure based on a set of management principles focused on project objectives and development of significant and substantial outcomes, and a sustainable positive impact:

- Clear and well communicated management structure and processes;
- Organizational entities with clear responsibilities and authority;
- A management culture in which diversity promotes concrete actions and minimizes unproductive efforts.

The organisational structure of the project has been developed to reflect the principles of autonomy and agility in self-directed working groups coupled with an integrating guidance exerted by an overall management.

## Steering Committee

The Steering Committee will consist of one member from each consortium partner and is chaired by the Project Coordinator. The Committee will be the main decision-making body of the project on a strategic level. Each member will hold one vote in matters that require voting, and a general majority is sufficient for a decision. Together with the Project Management Team, it will define the project's strategies and policies. The Steering Committee will meet at suitable intervals, between two to three times per year and typically aligned with project meetings dates. Where necessary, the physical meetings will be complemented with virtual meetings using collaborative tools and methodologies for work in on-line platforms (such as Dropbox and Basecamp).

The responsibilities of the Steering Committee include:

- Providing internal review of the project progress and results, including the accomplishment of deliverables and milestones;
- Analysing the recommendations from the Project Reviewers on an operative level;
- Ensuring the coherence of the overall project objectives;
- Providing High level progress and quality control;
- Approving changes to the Consortium Agreement (CA) and changes to the Description of Work (DoW) as well as related changes (project amendments) including resource reallocation and high level changes in project plans;
- High level handling of project related conflicts;

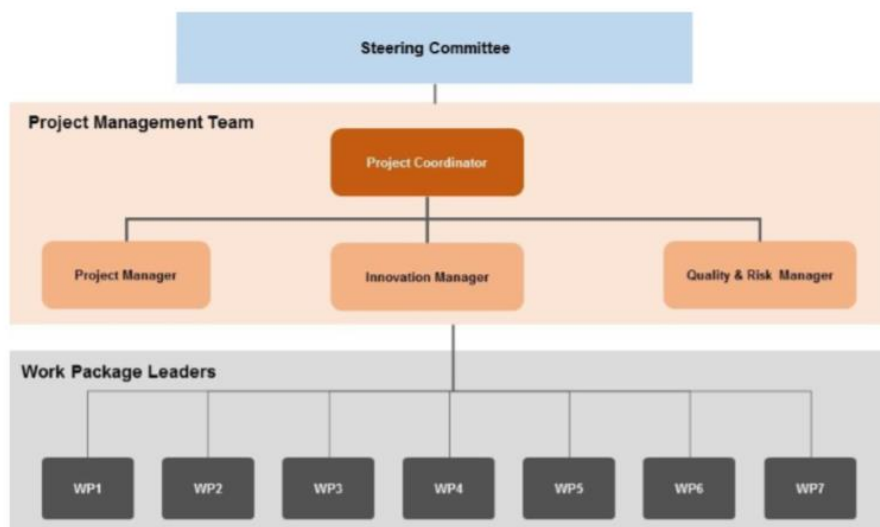


Figure 3 – RESCOOP PLUS Organizational Structure

## Project Management Team

The Project Management Team spans the roles of Project Coordinator, Project Manager, Innovation Coordinator and Quality & Risk Manager. Together, this team handles the day-to-day running of the project, but with different assigned responsibilities and roles.

- **Project Coordinator**

The Project Coordinator (PC) will be ultimately responsible for the execution and strategic management of the project. The Project Coordinator will implement the agreed strategy, oversee the choice of techniques, and supervise the monitoring of the results and coordinate the quality assurance function. He will also implement the decisions taken by the Steering Committee and be responsible for taking any decisions between meetings, seeking its approval if necessary. The Project Coordinator will also be Chair of the Steering

Committee, thereby representing the interests of all Consortium Partners, and will act as the single conduit for communications with the European Commission. Specific responsibilities include:

- Review of Project progress of the strategic, innovation, technical and economic objectives; Ensure coherent organization structure and logical set of delivery plans;
- Monitor and control the progress of the project at a strategic level;
- Ensure risks are being tracked and mitigated as effectively as possible;
- Chair project meetings;
- Approve deliverables before sending them to the European Commission;
- Key decision maker with advice and commitment from others;
- Responsible for Project Assurance;
- Conduct quality tests on all deliverables and outputs.

- **Project Manager**

The Project Manager (PM) will be responsible for the day-to-day running of the project and will be the main link between the Project Coordinator and the Partners. Specific responsibilities will include:

- Liaise with the Project Coordinator;
- Direct and motivate the project team;
- Plan and monitor the project whilst managing risks;
- Control of technical progress during the Project, ensuring that the contractual schedule is met;
- Ensure that all the administrative aspects of the Project are undertaken and delivered in accordance with the EC contract requirements;
- Resolution of any administrative issues;
- Resolution of any potential partnership instability and conflict;
- Organization of all Project meetings;
- Provision of the minutes taken at Project meetings;
- Maintenance of the project communication infrastructures and knowledge management tools.

- **Innovation Manager**

The Innovation Manager will be responsible for the overall innovation and demonstration activities, ensuring that the research partners and associated entities in each pilot are harmonized and support each other. Specific responsibilities will include:

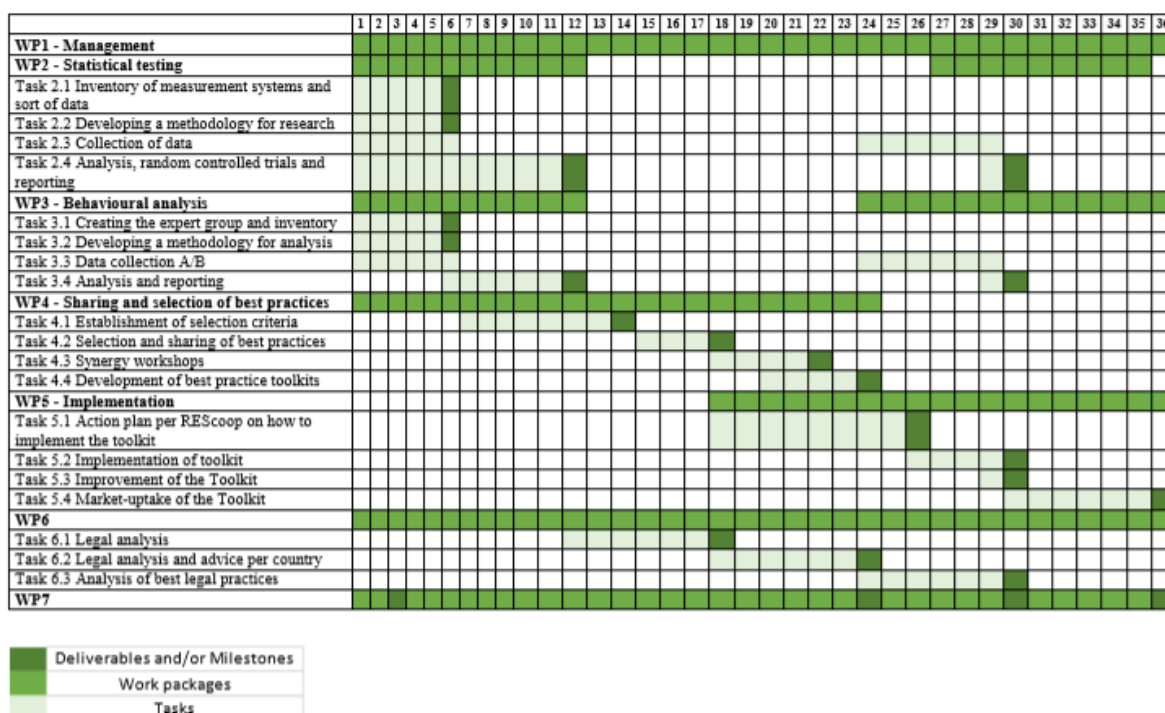
- Liaise with the Project Manager;
- Plan and monitor the innovation and demonstration activities;
- Supervision of pilot implementation;
- Resolution of any technical and innovation issues.

- **Quality and Risk Manager**

The Quality and Risk Manager (Q&RM) will be responsible for neutral quality assurance of all deliverables. One key function of the Quality and Risk Manager is to implement and oversee an internal and well-functioning peer review procedure that ensures that all deliverables are properly examined before being released.

## Timing of the WPs and Tasks

Table 1 – REScoop Plus Gantt Chart



## WP Leaders

The Work Package Leaders (WPL) are responsible for the timely completion of deliverables and resource usage. They shall assign work groups for different tasks, plan and control activities within their Work Package, prepare deliverables, collect contributions from partners participating within the Work Package and check the results of different partners working on their tasks. Finally, the WPL will be responsible for the quality control of the deliverables within their Work Package, following the Quality & Risk Manager’s guidelines and procedures.

Apart from those above, the WPL responsibilities will include:

- Build and lead the Work Package team;
- Direct, motivate, plan and monitor the teams’ work;
- Achieve project results including the Work Package objectives, deliverables and milestones;
- Work supervision and control, including coordination of Work Package tasks and result’s compliance with project quality standards, policies and work procedures;
- Work Package reporting to the Project Management Team, including progress and resource usage and to advise the Project Coordinator of any deviations to the plan;
- Ensure all project issues are properly reported;

## Decision making mechanism

Due to its specific characteristics, in REScoop Plus it is important to have a shared understanding among all project partners how different types of decisions will be handled. There will be three main types of decisions:

- **Strategic** - typically involving issues related to the overall strategy or policy of the project, contractual matters, and other items with a strong impact on the entire project. These will be handled by the uppermost decision body of REScoop Plus, the Steering Committee.
- **Operational** - matters that span several work packages and have an impact on a number of parts of the project will be agreed through consensus or majority decisions in suitable forums. When the timing allows it, issues will be discussed broadly at project meetings and decisions made, otherwise discussions will be held via virtual meetings or e-mail involving those relevant. The Project Manager and the Innovation Coordinator will be responsible for facilitating such discussions and ensuring that a decision is made and communicated to those affected by it.
- **Ordinary** - matters that pertain only to single tasks or one work package, decisions will be made inside the relevant bodies, being they cross-disciplinary, work package teams, or internal teams to a partner. For such decisions, task or work package leaders are responsible for facilitating a transparent decision process, but always with the aim of reaching consensus solutions.

The main objective in all decision-making will always be to strike a healthy balance between sufficient freedom for making decisions efficiently and without too much bureaucracy and need for overall coordination and control. Whenever it seems impossible to make decisions that all parties involved can accept, conflict resolution activities must be initiated. The first approach is to attempt to resolve the situation by a group or bilateral discussions focusing on isolating the problem and finding constructive ways to handle it. In extreme conflict cases, where agreement cannot be achieved through constructive discussions, the Project Management Team will organise a conflict resolution meeting, either on its own initiative or following receipt of a written request by any partner.

### **Quality and risk management procedures**

The progress follow-up mechanisms are in part designed to ensure quality in the REScoop Plus project. However, since there is often a trade-off between productivity/keeping progress and quality, it is important to place an overall responsibility for quality with a project representative who is not so tightly engaged in progress monitoring as the core management duo (Project Manager and Innovation Coordinator). The quality assurance of the work in the project and its deliverables will therefore be assigned to the Quality & Risk Manager. The main mechanisms for ensuring quality will be:

- Beforehand defining desired quality standards for work and deliverables, and closely comparing the work performed after-the-fact with these.
- Defining a Deliverable Quality Assurance procedure including a number of beforehand approved steps and procedures applying the above defined quality standards.
- Generally subjecting work done and results produced to peer-review among the Q&RM and those consortium participants (principal users of the deliverables) fit to evaluate their quality.
- Furthermore, the consortium will put forward the project and its results for review by the EC. This is an external quality review that is most welcome, as

projects can become inward looking. If so desired, the project consortium is also open to joint reviews within possible strands of similar projects.

The risk management process will cover the following steps, which will be repeated at regular intervals during the project execution:

- Risk identification, involving a broad spectrum of the participants in the project.
- Risk assessment, assigning factors describing the estimated likelihood of a risk element occurring and its expected consequences for the project should it occur.
- Developing risk mitigating actions, clearly defined tasks to be implemented should risk elements occur, with assigned responsibilities for implementation.
- Continuous monitoring of the risk environment of the project through a risk log, consisting of the output from the three above-mentioned elements.

## **4 Project Budget and Financial Guidelines**

Total budget of the REScoop PLUS Project is 1.498.937,50 EUR. Total amount of the payments by the Commission shall not exceed in any circumstances the given sum.

Pre-financing is derived from the total requested EC contribution and is 899.362,50 EUR.

Whilst there is collective responsibility for activity and delivery of the Project, each Partner is responsible for the management of their own finances.

As the breakdown of the budget included in the Annex I Description of Work is an estimate, a transfer of budget between Beneficiaries is allowed without an amendment of the European Commission Grant Agreement. However, if there occurs a need for budget amendments within the given budgets (transfer between activities/Work Packages/Partners) the Beneficiary must contact the Coordinator beforehand. The Coordinator has to notify the Commission of such transfers without unjustified delay, and at the latest in the Periodic report covering the period in which the budget transfers have been agreed between the Beneficiaries and the Coordinator.

An amendment to the GA is necessary if the budget transfer arises from a significant change in Annex I. Significant change refers to a change that affects the technical work, including e.g. the subcontracting of a task that was initially planned to be implemented by a Beneficiary. In case of doubt, the Coordinator will consult with the responsible Project Advisor.

Table 2 – REScoop PLUS Budget

		Personnel Costs		PM	Indirect Costs (25%)	Other direct costs	Total
		Monthly rate	Total		Total	Total	
1	LVLUP	6000	126000	21	35875	17500	179 375,00 €
2	Ecopower	5000	85000	17	24375	12500	121 875,00 €
3	Enercoop	5000	85000	17	24375	12500	121 875,00 €
4	SOM Energia	2925	49725	17	15556.25	12500	77 781,25 €
5	Coopernico	4800	86400	18	24725	12500	123 625,00 €
6	Avanzi	5000	55000	11	15625	7500	78 125,00 €
7	RESCOOP	7000	119000	17	44625	59500	223 125,00 €
8	ODE	7200	86400	12	24100	10000	120 500,00 €
9	TUC	4990	79840	16	23085	12500	115 425,00 €
10	SEV	5000	75000	15	21875	12500	109 375,00 €
11	EBO	5319	79785	15	23071.25	12500	115 356,25 €
12	TUN	5000	70000	14	22500	20000	112 500,00 €
<b>TOTAL</b>				<b>190</b>	<b>299787.50</b>	<b>202000</b>	<b>1 498 937,50 €</b>



## 4.1 Eligibility of Costs

1. Eligible<sup>1</sup> costs shall fulfil the following conditions:
  - Be indicated in Annex I;
  - Be necessary for the implementation of the Project;
  - Be actually incurred by the Beneficiary;
  - Be identifiable and verifiable; be recorded in the Beneficiary's accounts and determined in accordance with the applicable accounting standards of the country where the Beneficiary is established and with the usual cost accounting practices of the Beneficiary. The Beneficiary's internal accounting and auditing procedures must permit the direct reconciliation of the costs and receipts declared in respect of the Project with the corresponding Financial Statements and supporting documents;
  - Comply with the requirements of the applicable tax and social legislation;
  - Be reasonable and justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency, and
  - Be incurred during the Project.
  
2. Ineligible<sup>2</sup> costs include but are not necessarily limited to the following:
  - costs related to return on capital;
  - debt and debt service charges;
  - provisions for future losses or debts;
  - interest owed;
  - doubtful debts;
  - currency exchange losses;
  - bank costs charged by the beneficiary's bank for transfers from the Agency;
  - excessive or reckless expenditure;
  - deductible VAT;
  - costs incurred during suspension of the implementation of the action;
  - costs declared under another EU or Euratom grant (including grants awarded by a Member State and financed by the EU or Euratom budget and grants awarded by bodies other than the Agency for the purpose of implementing the EU or Euratom budget); in particular, indirect costs if the beneficiary is already receiving an operating grant financed by the EU or Euratom budget in the same period.

### 4.1.1 Direct Costs

Direct costs are those eligible costs that can be attributed directly to the Project and are identified by the Beneficiary as such, in accordance with its accounting principles and its usual internal rules.

1. Personnel
  - (a) Only the costs of the actual hours worked by the persons directly carrying out work under the Project may be charged. Such persons must:
    - Be directly hired by the Beneficiary in accordance with its national legislation,
    - Work under the sole technical supervision and responsibility of the Beneficiary,
    - Be remunerated in accordance with the normal practices of the Beneficiary, provided that these are regarded as acceptable by the Commission.
  - (b) Personnel costs shall comprise the actual costs (gross remuneration and related charges).

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<sup>1</sup> Refer to GA Article 6.1

<sup>2</sup> Refer to GA Article 6.5

- (c) Costs related to parental leave for persons who are directly carrying out the Project are eligible costs, in proportion to the time dedicated to the Project, provided that they are mandatory under national law.

Employees have to record their time on a daily, weekly, or monthly basis using a paper or a computer-based system. The time-records have to be certified by the person in charge of the work.

Timesheets can be used to record working hours. If held, timesheets must meet the basic requirements indicated below:

- Full name of Beneficiary as indicated in the EC-GA
- Full name of the employee directly contributing to the Project
- Title of the Project as indicated in the EC-GA
- Project account number
- Time period concerned according to the Beneficiary's normal practice
- Amount of hours claimed on the Project. All hours claimed must be able to be verified in a reliable manner
- Full name and signature of a supervisor

The complete time recording system should enable reconciliation of total hours in cases when personnel work on several Projects during the same period. It is important to remember that an effective time-recording system is a prerequisite for the eligibility of the costs. A simple estimation of hours worked is not sufficient.

Also there must be a system allowing the Beneficiary to indicate the tasks to which the hours have been attributed. The above elements are basic requirements, and there are no obstacles to run the timesheets in a more detailed level.

<i>Reporting Inhouse Consultants as Direct Costs</i>
<ul style="list-style-type: none"> <li>• fulfil the <b>general conditions</b> for costs to be eligible;</li> <li>• there must be a <b>direct contract</b> between the natural person and the beneficiary;</li> <li>• the person must work under the <b>beneficiary's instructions</b>;</li> <li>• the person must work on the <b>beneficiary's premises</b>, unless they have a teleworking agreement<sup>3</sup>;</li> <li>• the <b>result</b> of the work must belong to the beneficiary;</li> <li>• The costs do <b>not significantly differ</b> from costs for beneficiary's employees performing similar tasks.</li> </ul>

2. Subcontracting – not foreseen for this project

3. Other specific direct costs

These include in particular,

- Travel and subsistence allowances for personnel taking part in the Project, provided that they are in line with the Beneficiary's usual practices on travel costs;
- The purchase cost of equipment (new or second-hand), provided that it is depreciated in accordance with the tax and accounting rules applicable to the Beneficiary and generally

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<sup>3</sup> Regarding teleworking, in H2020, remuneration costs of employees (or equivalent) not working on the premises of the beneficiary (i.e. teleworking) may be accepted as eligible **if it is the beneficiary's usual practice** (i.e. if clear rules are available). The system in place must make it possible to both identify and record the hours worked for the action.

accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the Project at the rate of actual use for the Project may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission

- Costs arising directly from requirements imposed by the EC-GA, including for the dissemination of information, or any financial guarantees. Such costs may also include specific costs incurred by the Coordinator in fulfilling its responsibilities as the body responsible for the overall management of the Project and for the coordination of the Beneficiaries.

#### **4.1.2 Indirect Costs**

Indirect costs are eligible if they are declared on the basis of the flat-rate of 25% of the eligible direct costs (see Article 5.2 of GA), from which are excluded:

(a) Costs of subcontracting and

(b) Costs of in-kind contributions provided by third parties which are not used on the beneficiary's premises;

Beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period covered by the operating grant.

#### **4.1.3 Conversion Rate**

Financial statements must be drafted in euro. Beneficiaries with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.<sup>4</sup>

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<sup>4</sup> GA Article 20.6

## 5 Reporting

The action is divided into the following 'reporting periods':

- *P1 internal: March 2016 – November 2016*
- P1: March 2016 – September 2017
- P2: October 2017 – February 2019<sup>5</sup>

### 5.1 Periodic Reports to the Commission

Periodic reports to the Commission are compiled two times during the Project. The deadlines for submitting the required information to the Coordinator are shown in the table above. On the basis of information received from other Beneficiaries the Coordinator compiles the Periodic reports. The Coordinator reserves 2 weeks of time for verifying, compiling and delivering the report to the Commission.

The Periodic reports contain:

- A publishable summary of the progress of the work towards the objectives of the Project, including achievements and attainment of any Milestones and Deliverables identified in Annex I. This report should include the differences between work expected to be carried out and work actually carried out.
- An explanation of the use of resources
- Forms Cs or Financial Statements from each Beneficiary, together with a summary report consolidating the claimed Community contribution in an aggregated form
- A Certificate of Financial Statements (CFS) from each Beneficiary when the cumulated contribution from the Commission exceeds 325.000 EUR. (not applicable in this project)

The Coordinator provides Partners with templates for the reporting, guidelines how to fill in the forms for reporting to the European Commission, information of possible certificates needed for reporting, and an example which can be used as timesheet for time-recording.

The coordinator must submit a periodic report within 60 days following the end of each reporting period. The periodic report must include the following:

(a) a 'periodic technical report' containing:

- (i) an explanation of the work carried out by the beneficiaries;
- (ii) an overview of the progress towards the objectives of the action, including milestones and deliverables identified in Annex 1.

This report must include explanations justifying the differences between work expected to be carried out in accordance with Annex 1 and that actually carried out. The report must also detail the exploitation and dissemination of the results and — if required in Annex 1 — an updated 'plan for the exploitation and dissemination of the results';

- (iii) a summary for publication by the Agency;
- (iv) the answers to the 'questionnaire', covering issues related to the action implementation and the economic and societal impact, notably in the context of the Horizon 2020 key performance indicators and the Horizon 2020 monitoring requirements;

(b) a 'periodic financial report' containing:

- (i) an 'individual financial statement' from each beneficiary, for the reporting period concerned. The individual financial statement must detail the eligible costs for each budget category. The beneficiaries must declare all eligible costs, even if — for actual costs, unit costs and flat-rate costs — they exceed the amounts indicated in the estimated budget. Amounts which are not

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<sup>5</sup> GA; art. 4

declared in the individual financial statement will not be taken into account by the Agency. If an individual financial statement is not submitted for a reporting period, it may be included in the periodic financial report for the next reporting period. The individual financial statements of the last reporting period must also detail the receipts of the action (see Article 5.3.3).

Each beneficiary must certify that:

- the information provided is full, reliable and true;
- the costs declared are eligible (see Article 6);
- the costs can be substantiated by adequate records and supporting documentation (see Article 18) that will be produced upon request (see Article 17) or in the context of checks, reviews, audits and investigations (see Article 22), and
- for the last reporting period: that all the receipts have been declared (see Article 5.3.3); (ii) an explanation of the use of resources and the information on subcontracting (see Article 13) and in-kind contributions provided by third parties (see Articles 11 and 12) from each beneficiary, for the reporting period concerned;

(iii) not applicable;

(iv) a 'periodic summary financial statement' (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for the reporting period concerned and including — except for the last reporting period — the request for interim payment.

#### **20.4 Final report — Request for payment of the balance**

In addition to the periodic report for the last reporting period, the coordinator must submit the final report within 60 days following the end of the last reporting period. The final report must include the following:

(a) a 'final technical report' with a summary for publication containing:

- (i) an overview of the results and their exploitation and dissemination;
- (ii) the conclusions on the action, and
- (iii) the socio-economic impact of the action;

(b) a 'final financial report' containing:

(i) a 'final summary financial statement' (see Annex 4), created automatically by the electronic exchange system, consolidating the individual financial statements for all reporting periods and including the request for payment of the balance and

(ii) a 'certificate on the financial statements' (drawn up in accordance with Annex 5) for each beneficiary, if it requests a total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs calculated on the basis of its usual cost accounting practices (see Article 5.2 and Article 6.2, Point A).

### 5.1.1 Reporting Process

1. At the end of the Project Period, the Coordinator receives an email from the Project Advisor (PA) inviting to upload costs for the period along with all required documentation. The Coordinator notifies the other Beneficiaries that they must also enter costs in the same way.
2. The Coordinator and the Beneficiaries access the Participant Portal and submit the requested information. Financial Statements are based on C Forms and have to be (so as the CFS if needed) uploaded by the Beneficiaries themselves.
3. Other reports (see below) have to be uploaded by the Coordinator.
  - a. Publishable summary
  - b. Project objectives, progress and achievements and a list of Deliverables for the period
  - c. Project management and use of resources
4. The Coordinator reviews the input by Beneficiaries, and submits the reports to the Project Advisor using the Research Portal.
5. The PA reviews the reports. The PA assesses the report and may either approve or reject the Periodic reports.
6. The Coordinator receives an email signalling either the approval or the rejection by the PO. If the submission is approved, the payment processing is started by the Commission services. NOTE: Approval by the PO means that the PA regards Periodic reports as sufficient to proceed with a payment. It does not mean that the PA has approved all costs. If the submission is rejected, the Coordinator is invited via the Research Portal to provide the requested information (possibly with the participation of other Beneficiaries).
7. The email signalling that the report and payment processing have started contains PDF copies of the Financial Statements. The Coordinator and the other Beneficiaries are requested to print them, sign them and send them to the European Commission. Reception of original, signed Financial Statements by the Commission is a condition for executing the payment.
8. The Research Portal will alert the users if a mistake is made or if a document required for upload is missing. For example, the user is alerted when a CFS is required, and will be unable to save changes unless it is provided.
9. When the payment is executed, the Coordinator receives an email containing information about acceptance of costs and details about calculation of the amount paid.
10. Costs may be rejected by the PA. The rejection may be the result of a missing document or technical concerns. Rejections of costs are explained in the reports sent at payment time.

*Financial Statements* constitute a part of the Periodic report: they are a necessary but not sufficient condition for the submission of a payment request to the Commission.

### Periodic Progress Report Instructions

In what concerns the partner's roles for the contributions for the PPR in this subject, this will be done and organized by Work Package and by the Work Package Lead Beneficiary in order to optimize the needed effort for all and the coherence between Work Packages and Tasks.

To comply with this plan, each partner contribution to the WP/Task/Deliverable/Milestone during the period is to be sent to the respective WP lead beneficiary. The WP lead beneficiary will then compile all the information regarding its WP in a short report.

- WP1 – LVLUP
- WP2 – TUC
- WP3 – TUN
- WP4 – ODE
- WP5 – COOPÉRNICO
- WP6 – REScoop.eu
- WP7 – REScoop.eu

This report is to be sent to the Project Coordinator (Level-up).

For this report, please follow the instructions that are included in the “Guidance Notes on Project Reporting”. These are also important for the partner’s contributions.

“3.2.2 – Work Progress and achievements during the period.

For the work progress it must be provided an overview in line with the structure of the DoW.

For each work package it must be provided the following information:

- A summary of progress towards objectives and details for each task;
- Highlight clearly significant results;
- If applicable, explain the reasons for deviations from the DoW and their impact on other tasks as well as on available resources and planning;
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with declaration by the project coordinator, regarding the failing of critical objectives);
- A statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-month per work package and per beneficiary in the DoW;
- If applicable, propose corrective actions.”

For the statement of the Use of Resources, please include a table as following:

**Person-Month Resources**

Work Package [x] Lead Beneficiary [Name]	[Title]			
	Project Planned	M1-M18 Planned	M1-M18 Used	Total Used M1-M18
LVLUP				
Ecopower				
Enercoop				
SomEnergia				
ClientEarth				
Coopérnico				
Avanzi				
Rescoop.eu				
ODE				
TUC				
SEV				
EBO				
TUN				

### Explanation of the use of resources

Each beneficiary provides an explanation of personnel costs and other direct costs incurred. For further details and examples, please see “Periodic Report Template” by the EC.

These cost statements are to be send to the Project Coordinator (Level Up) by each beneficiary, in order to be compiled and inserted in the Project Periodic Report.

These are followed by a table summarizing the resources used, in euros:

[beneficiary]	Personnel, subcontracting and other costs for the period		
Work Package	Item description	Amount in €	Explanations
	Personnel costs		
	Other Direct Costs		
	<i>Travel</i>		
	<i>Other</i>		
	<b>Total</b>		

These statements have to be coherent with the costs claimed in Form C.



**Timesheet Template**

Organization Letterhead/logo		
Full Name of Organization as indicated in the Grant Agreement		
<b>TIMESHEET</b>		
<b>Full Name of Employee</b>	###	
<b>Title of EC Project</b>	REScoop Plus	
<b>Project Number</b>	696084	
<b>Timesheet Period</b>	March	2016
<b>Day</b>	<b>Hours worked</b>	<b>Remarks</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total Hours worked</b>	##	
Date and Signature of the Employee/Internal Consultant: .....		
Date and Signature of Supervisor: .....		

## 6 Dissemination, Terminology and Reference Material

As REScoop Plus is funded by the European Commission, any communication or publication material (including e.g. reports, presentations, promotional material, publications) must clearly acknowledge receipt of the Community funding through the display of a respective statement and the EU flag together with the sentence “*This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 696084*” as well as the REScoop Plus logo.

The REScoop Plus Portal (<https://rescoop.eu/european-project/rescoop-plus>) will be the centre of the project’s dissemination. It will incorporate News, Project Blog, etc. All partners are expected to contribute monthly to the Project Blog, namely with report on activities (workshops, pilot implementation, user interviews, etc.) and issues pertinent to the nature of the project and the activities of the partners in areas related to energy efficiency and the project (such as local conferences, workshops, etc.), these contributions will include pictures or photographs that illustrate key issues in the project life and are managed by the Dissemination Officer (Rescoop.eu).

Most important the project builds on the communication that was set up in the REScoop20-20-20 project. All project deliverables and news about the project will be promoted not only on the project website but also through the federation.



This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 696084.

### Communicating EU research and innovation guidance for project participants

[http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf)

You can also find tips for your website on the IEE website ("Day-to-day management" section<sup>6</sup>)

Twitter: refer to @H2020EE for retweets

**ECB exchange rates:** <http://www.ecb.int/stats/eurofxref>

### Usefull EU Presentations

<http://ec.europa.eu/research/participants/portal/desktop/en/support/about.html>

### EU Document Repository

[https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html](https://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html)

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<sup>6</sup> <https://ec.europa.eu/energy/intelligent/managing-projects/day-to-day-management/>

# ANNEX 1 – Presentation and Deliverable Template

**Presentation Title**

Venue, Date

**SPEAKER**  
TITLE  
COMPANY

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 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 690084



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 This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 690084





*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 696084*



## DELIVERABLE

**Project Acronym:** REScoop Plus

**Grant Agreement number:** 696084

**Project Title:** REScoop Plus

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### Deliverable reference number and title

**Revision:** [draft, 1, 2, ...]

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**Authors:**

Name (Organisation)

Name (Organisation)

.....

Dissemination Level – PU – Public / CO - Confidential

# REVISION HISTORY AND STATEMENT OF ORIGINALITY

## Revision History

Revision	Date	Author	Organization	Description

### Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.