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HORIZON EUROPE PROGRAMME: HORIZON-CL4-2022-DIGITAL-EMERGING-02

SoliDAIR

**Solid, rapid and efficient adoption of Data, AI & Robotics
applications in production**

Deliverable D1.1: Project Handbook

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Deliverable Type	Report
Dissemination Level	Public
Due Date (Annex I)	31.12.2023 (Month 3)
Pages	23
Document Version	Final
GA Number	101120276
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Version Log			
Rev #	Date	Author	Description
0.1	30.11.2023	Anesa Begovic (i2m)	Draft
1.0	04.12.2023	Martin Wifling (VIF)	Quality review
2.0	11.12.2023	Andreas Frommknecht (FHG)	Quality review
3.0	13.12.2023	Anesa Begovic (i2m)	Formatting check
4.0	20.12.2023	Andreas Frommknecht (FHG)	Coordinator review and approval, deliverable ready for submission

Project Abstract

SoliDAIR aims to accelerate the uptake of Artificial Intelligence (AI) and Robotics in European manufacturing, using Data as an enabler. It will co-develop and demonstrate tailored solutions to digitalise and automate visual inspection and physical testing, enable predictive quality control and process optimisation. The SoliDAIR project tackles the problem of AI & Robotics systems not being extensively used in the production industry, because it is not clear whether they are safe and when or why they will fail, by researching, developing and testing methods that are as solid and trustworthy as possible to be adopted by the European industry, while being cost-efficient to develop and replicate.

New methods and tools will be developed by research and technology providers, which leverage the current state of the art in visual AI, AI for process data, and smart & collaborative Robotics. The developed technologies will be applied and demonstrated in 4 industry use cases to prove their functionality and applicability in real production environments. The objective is to improve production processes through digitalised and automated quality control for high volume, high rate and flexible manufacturing. The developed methods shall be efficiently and easily adaptable and replicable, so they can be easily applied to new use cases outside the consortium.

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Public Summary

This deliverable, “Project handbook” provides a comprehensive description of the management strategy to be followed in the project such as management tools, the risk management approach, and progress monitoring and quality assurance procedures, to guarantee that its outcomes meet the planned objectives and reach high implementation quality.

The project coordinator (FHG) is in charge of scientific coordination, technical oversight, quality assurance and risk management of the project.

The project manager (I2M) provides management guidelines to the partners on project level. The project partners – in particular WP leaders - are responsible for the management at WP level, securing good progress, good collaboration and compliance to the Description of Action (DoA).

Below (Figure 1) an overview of the WP structure, WP leaders and UC owners.

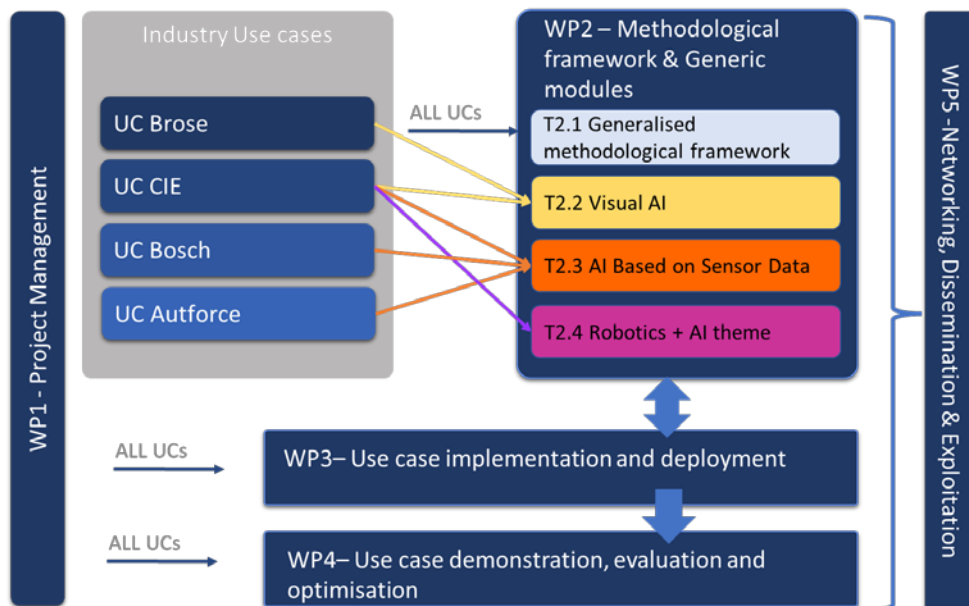


Figure 1: An overview of the Work Packages and Use Cases structure

1 Introduction

1.1 Rational of this deliverable

This deliverable outlines the internal procedures of the SoliDAIR project consortium in terms of management structures, project monitoring, administrative management, communication and collaboration. The goal is to ensure a smooth flow in the implementation processes. It contains all relevant information for consortium partners to refer to in the initial stage of the project and during the project.

The goal of work package (WP1) is to guide the managing process of the project in terms of legal, contractual, ethical, financial, and administrative aspects as well as its decision-making processes, establish and maintain appropriate liaison with the European Commission (EC), and assure high quality of the project's task implementation, deliverables, reporting processes, and outcomes.

The following information can be found in this management handbook:

- Project coordination and management structure, including the description of consortium bodies and responsibilities of different roles;
- Management tools and procedures:
 - o Internal communication structure and templates;
 - o Procedures for decision making;
 - o Quality management and deliverables review process;
 - o Risk management;
- Project monitoring & Reporting;
- Financial rules and bookkeeping practices.

Attainment of the objectives and explanation of deviations

The objectives of this deliverable are achieved without any deviations.

2 Project Coordination and Management structure

The management structure of the SoliDAIR project consists of a Project Coordinator (Fraunhofer IPA), Project Management (I2M), a General Assembly (representatives of all partners) and a Steering Board (including WP leaders and UC owners) as described in Figure 2.

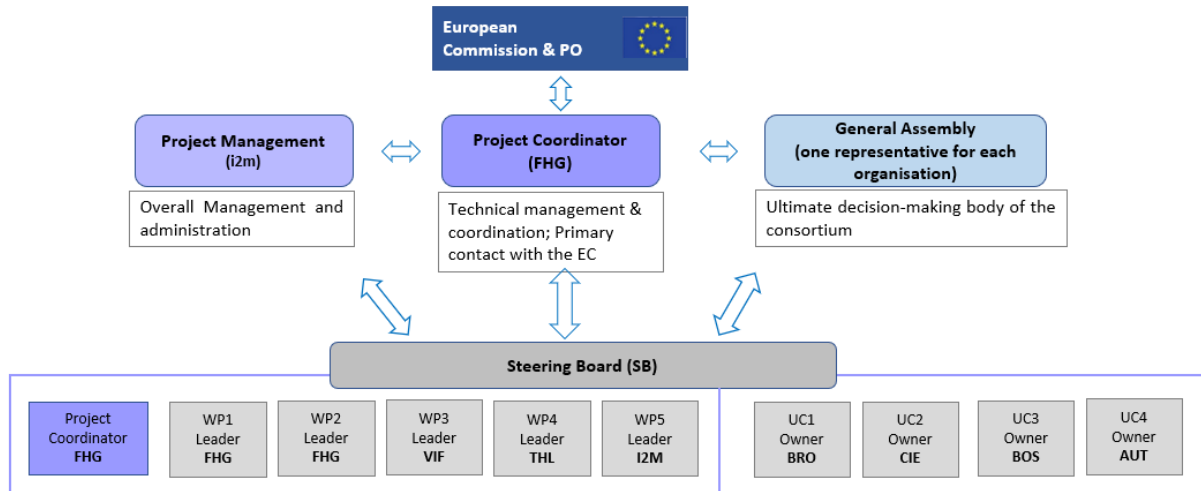


Figure 2: Management structure

2.1 Project coordination & management

The Project Coordinator of SoliDAIR is Dr.-Ing. Andreas Frommknecht from Fraunhofer IPA, who combines administrative expertise to coordinate/manage the project with technical skills concerning the project's core topics.

The project coordinator is in charge of the scientific coordination and quality assurance inside the partner team as well as to the outside world, facilitating technical meetings and securing good communication, timely project progress and trustful collaboration in the consortium. The overall technical project coordination in WP1 will be closely coordinated with the individual WP leaders.

Hence, the coordinator undertakes the following responsibilities:

- Maintaining a high-level overview of the project purpose, technical achievements, and objectives;
- Developing, maintaining and following up on the project plan and managing the technical risks throughout the project period;
- Securing sufficient and quality data collection;
- Facilitating the decision on critical issues by the Steering Board (SB) which cannot be solved at operational level;
- Formulating change requests to project scope and content, if relevant and approved by the SB;
- Deciding and timely informing project participants in case of major changes in the project strategy;
- Being a primary contact with the European Commission (EC);

Whereas the scientific coordination is the coordinator's responsibility, the project manager (I2M) will support the project coordinator for the day-to-day project administration, typically comprising management activities of administrative nature to ensure a smooth project organisation:

- Preparation and drafting of minutes of meetings and follow up of General Assembly (GA) and SB meetings;
- Supporting the tracking of the progress, costs and budget situation;
- Managing the financial, and organizational risks in the project;
- Monitoring and coordinating the review process of the projects Deliverables;
- Compiling contractual periodic and final reports;
- Collection of administrative documents, statements of expenditures, including required audit certificates of individual partners, compilation thereof and transmission to the Commission/Participant Portal;
- Monitoring of compliance by the beneficiaries with their obligations under the Grant Agreement; maintaining the Grant Agreement and Consortium Agreement (CA), including the preparation of Amendments;
- Assistance in cases of problems with Intellectual Property Rights (IPR) and interface to the IPR helpdesk.

2.2 Project Steering Board (SB)

The Steering Board (SB) is the supervisory body for the execution of the project, which shall report to and be accountable to the General Assembly and consist of the Project Coordinator and one representative of each Work Package leader, as well as the Project Manager. The representatives agreed upon during the kick off meeting are summarized in the Table 1.

The Steering Board shall:

- Be responsible for the overall alignment among the different WPs;
- Support the Project Coordinator in preparing meetings with the Funding Authority and in preparing related data and deliverables;
- Prepare the content and timing of press releases and joint publications by the consortium or proposed by the Funding Authority in respect of the procedures of the Grant Agreement Article 29;
- Be responsible for proper execution and implementation of the decisions of the GA
- Monitor the effective and efficient implementation of the project;
- Collect information on the progress of the Project, examine that information to assess the compliance of the Project with the Consortium Plan and, if necessary, propose modifications of the Consortium Plan to the General Assembly.

The attendance of all WP leaders and UC owners is mandatory. If the leader cannot attend, it is required for the deputy to participate. The attendance of non-WP leaders and non-UC owners is not mandatory, but might be needed at certain times of the project and tasks.

Table 1: Steering Board (SB) members

Steering Board (SB) members			
	Short name	Leader	Deputy
Mandatory participants			
WP1	FHG	Andreas Frommknecht	Lena Lörcher
WP2	FHG	Andreas Frommknecht	Lena Lörcher
WP3	VIF	Martin Wifling	Hannes Allmaier
WP4	THL	Thanasis Mastrogeorgiou	Linghao Zhou
WP5	I2M	Anesa Begovic	Aldo Ofenheimer
UC1	BRO-B	Tobias Weigand	Katharina Strohrriegl
UC2	CIE	Kerman Osoro	Jon Ezkerra
UC3	BOS	Firat Aksoy	Hakan Cem Muslu
UC4	AUT	Christoph Mitteregger	Gregor Ortner

Invited participants			
	SISW	Son Tong	Fabien Chauvicourt
	UGS	Gerhard Baier	Klaus Brugberger

2.3 General Assembly

The project General Assembly (GA) is the decision-making body of the consortium and it consists of representatives from each consortium partner, meeting every 6–7 months (twice per year). The General Assembly shall be free to act on its own initiative to formulate proposals and take decisions in accordance with the procedures set out in the CA. In addition, all proposals made by the Executive Board shall also be considered and decided upon by the General Assembly.

2.4 Work Package leaders

Individual work packages (WP) will be coordinated by the agreed WP leaders (as indicated in Figure 1). These are responsible for content related management at WP level, securing good progress, good collaboration and compliance to the Description of Action (DoA) for each work package:

- Maintaining monthly/biweekly/weekly contact with the task leaders and coordination of the activities within the WP;
- Ensuring completion of WP activities, deliverables on time, achieving the related milestones within budget and of high quality;
- (In)formal reporting on WP progress, quality and risk status to the coordinator and SB;
- Review and approval of all formal work package deliverables;
- Managing risks within the WP.

For task leaders, a similar set of tasks is valid on a task level.

3 Management tools and procedures

3.1 Internal communication

3.1.1 Online collaboration and document sharing platform

Microsoft Teams is the platform of choice for team collaboration in this project. FHG has set up a dedicated workspace which features (See Figure 3):

- Team messaging sections (General consortium, and per each WP);
- A document storage and sharing both accessible via Teams and in the browser via SharePoint.

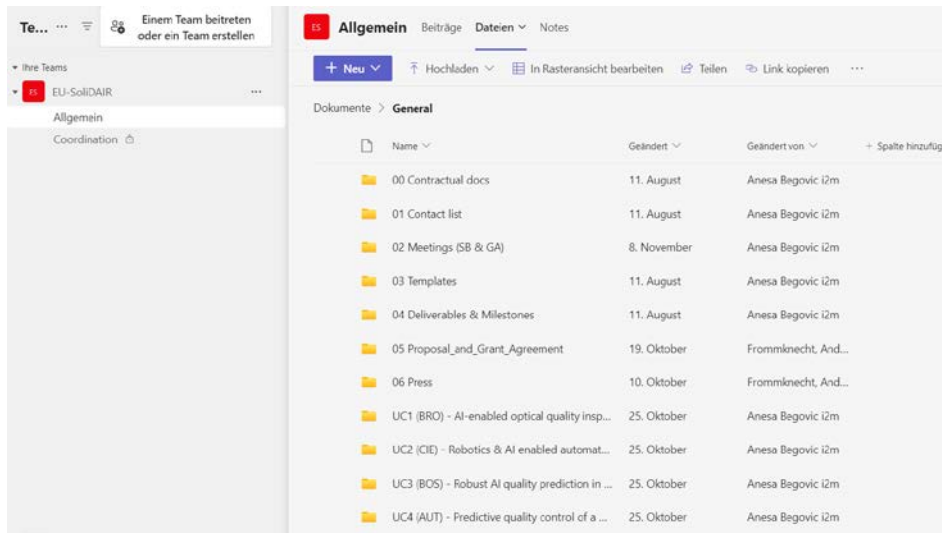


Figure 3: Screenshot of the Microsoft Teams sharing platform for the project

3.1.2 Communication channels

Regular communication among the WP leaders, UC owners, the partners, etc. is established mainly through

- Team messaging sections on Microsoft Teams (see above);
- Emails and a central mailing list including all project partners (official reminders, etc.);
- Meetings via phone/online conference;
- Face-to-face communication (during physical meetings).

3.1.3 Meetings

Steering Board (SB) meetings will take place monthly (M01-M36) to enable a smooth and efficient project start and project progress without unforeseen delays (additional SB meetings to be agreed upon ad-hoc, asked for by one or several individual partners, facilitated by the project coordinator and decisions with relevance for the whole project to be timely communicated to all project partners via mails or memos). SB meetings will be held as online conferences via Webex or Teams.

General Assembly (GA) meetings will take place every 6–7 months, the first one at the project kick-off. The GA meeting serves to settle general project progress or technical issues, project changes and reporting instructions. GA meetings will be held at varying and convenient places to be agreed ad-hoc within the partnership, to be facilitated by the project coordinator. Additional meetings will be organized if needed (by online/phone conference).

Table 2: General Assembly Meetings preliminary plan

SC Meetings	Date	Location
Kickoff meeting (1st GA)	October 2023 (M1)	f2f (hosted by FHG)
2 nd GA	April 2024 (M7)	Online
3 rd GA	October 2024 (M13)	f2f (to be hosted by BOS)
4 th GA	April 2025 (M19)	Online/f2f
5 th GA	October 2025 (M25)	Online/f2f
6 th GA	April 2026 (M31)	f2f (to be hosted by CIE)
7 th GA	September 2026 (M36)	f2f, combined with Final event (FHG)

3.2 Templates

The following templates will be available for all the partners to use:

- Deliverable report template;
- PowerPoint presentation slide master template;
- Meeting agenda/minutes templates;
- Financial monitoring template (Excel).

3.3 Decision making and conflict resolution

Each Consortium Body strives to take decisions on the basis of reason and consensus. The **voting rules and quorum** for both consortium bodies (SB/GA) are:

- Each Consortium Body shall not deliberate and decide validly unless 2/3 of its Members are present or represented. If the quorum is not reached, the chairperson of the Consortium Body 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 is present or represented;
- Each member of a Consortium Body present or represented shall have one vote;
- Affiliates are represented by their corresponding partner and doesn't have a vote;
- A Party which the General Assembly has declared according to Section 4.2 of the Consortium Agreement to be a Defaulting Party may not vote;
- Decisions shall be taken by a majority of 2/3 of the votes with the exception of decisions concerning the entry of new parties, which have to be agreed unanimously.

The conflict resolution attempts to solve issues within the consortium and will be carried out in increasing order of authority. At first, a resolution will be attempted on a WP level, facilitated by the WP leader. Should this not be feasible, a resolution will be facilitated by the SB. In the case the conflict still persists, the SB will propose a solution to the GA, which will convene within 30 days (either physically or virtually) to reach a conclusion. The approval of a decision will require a favourable vote of the majority of the partners.

3.4 Quality management and deliverables review process

A 2-step process has been established for ensuring the quality of the work as reported in the project deliverables. The responsibility for initiating this process is of the author (main beneficiary) of the deliverable. Sufficient time (ideally 3 weeks) must be given to the reviewers for providing their feedback, as well to the authors for responding and updating the deliverable as appropriate. The WP is also involved in a first-level check, while the final check and approval falls under the responsibilities of the project coordinator.

1. **Quality review** – 3 weeks before submission

The author shares the deliverable with quality reviewers 3 weeks before submission. The reviewers' team consists of the project coordinator and technical reviewers from two different partner organizations.

The idea is that the feedback received can be of the highest quality, in order to be helpful to the improvement of the deliverable. The list of formal reviewers will be nominated at the start of the project and shared among the partners.

The focus in this step is primarily on objectives achieved, technical soundness & expected quality of the work and the results.

2. **Final check & submission** – 1 week before submission

The project coordinator with the support of I2M will do the final formal check. The focus in this step is on completeness, presentation and ensuring matching the expectations set in the Grant Agreement.

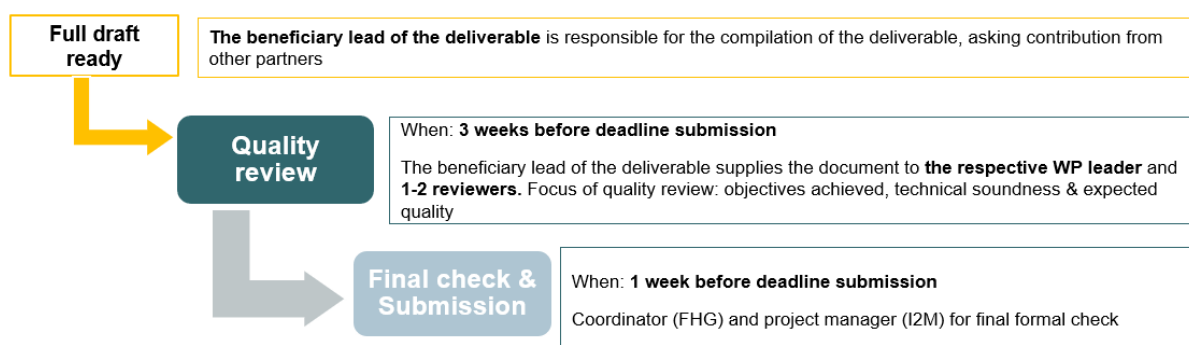


Figure 4: Deliverables review process

3.5 Deviations handling and communication procedures

Deviations in the project may occur in relation to the budget, as described in Annex 2 or in the description of the costs, in relation to the timeline or to the scope of work, objectives or partner responsibilities (according to Annex 1).

Table 3: Communication procedures in case of changes to budget planning

Budget transfers and re-allocation	Amendment needed?
From one beneficiary to another	NO / Inform PO
From one budget category to another	NO / Inform PO
Re-allocation of Annex 1 tasks	YES / Written justification
Changes in the forms of costs (actual costs, unit costs, etc.)	YES / Written justification
New subcontracts	YES / Written justification
Below funding requested (underspending)	Depends, to define per case
Above total funding requested (overspending)	NOT PERMITTED

In all cases, deviations must be documented and justified in the respective Periodic Reports (see Table 3).

3.6 Risk management

Since the failure risk probability of Innovation projects is relevant and SoliDAIR has very ambitious goals, risk factors in the work plan will be analysed on a regular basis. Based on the preliminary analysis of SoliDAIR risks presented in the DoA (Critical risk & risk management strategy, page 26 of the Part A of the Annex I to the Grant Agreement) a risk management plan will be elaborated and assessed every six months, at the same interval as the internal reporting.

The project coordinator, supported by the project management partner (I2M), will be responsible for the elaboration of the Risk & Ethics management plan (D1.2) and create an early-warning system as well mitigation plan. The WP leaders have the responsibility to manage the risks within their own WP and inform the project Coordinator and SB regarding the risk status.

The major contribution of the consortium to avoid risk is the anticipation of issues, early escalation and constructive search for solutions to fix issues. Thanks to highly project experienced members in SoliDAIR, potential occurring risks will be efficiently managed and solved.

4 Project monitoring & reporting

4.1 Progress monitoring

As already mentioned, WP leaders and UC owners report to the coordinator every month in the SB meetings specific issues, progress, contents related, formal, financial, reporting or legal issues to be addressed at the strategic project level. Therefore, SB responsibilities concerning progress monitoring are to

- Control whether project tasks are fulfilled and on time according to the contracted work programme;
- Evaluate the progress of the tasks, project deliverables, milestones and the performance of partners and subcontractors within the project respectfully and take corrective actions if necessary; and
- Decide on project priorities and discuss necessary project changes if needed.

An overview of the progress towards the objectives of the action, including results, milestones and deliverables will be documented via periodic technical reports.

4.2 Financial monitoring

Every 12 months, the coordinator with the support of I2M will request all partners to report on their budget and effort spend up to that current point in time. The first monitoring report will be in M12 for assessing the 2nd installment of the pre-financing.

An Excel template will be provided for this purpose.

When a formal financial report is due (in M18, M36), the financial monitoring report will be replaced by the financial statement to be completed by each partner.

4.3 Project and financial reporting

The Grant Agreement [1] foresees 2 periods. As so, there will be 2 formal reports to the EC, scheduled as follows:

1. M01-M18: 1st Periodic Report due in M20 May 2025;
2. M19-M36: Final Report due in November 2026.

Periodic reports include technical and financial parts. The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool. The financial part of the periodic report includes:

- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation of the use of resources (or detailed cost reporting table, if required)

4.3.1 Progress/Technical reporting

The technical and progress evaluation of the project is done through Deliverables and Periodic progress reports submitted to the EC.

Project progress reports are comprised of the reports of the work performed in a given period in each of the individual work packages, as well as a coordination, administrative and dissemination report for the project as a whole. The Periodic Report does not need to include detailed technical information, which should be already reported in the respective deliverables. The report needs to address the expected work and outcomes as described in Annex 1 of the GA (Description of Action – DoA). Any deviations from the original “promises” must be stated in the report and must be well justified reasonably.

All partners are responsible for adequately reporting on their particular tasks and responsibilities, while the WP leaders are responsible for the compilation, review and presentation of their respective WP report parts. Ultimately, the coordinator is responsible for

the final review, approval and submission to the EC. The project manager (I2M) will support the coordination of the preparation, editing and reviewing of the report to ensure a submission in line with EC expectations and rules.

4.3.2 Financial reporting

In order to submit financial reports to the EC, the project coordinator and the project manager will be responsible to settle and track any financial project issues in due time.

The financial part of the report includes the following parts:

- Financial Statements

All partners, including linked third-parties, are required to submit a financial statement in each reporting period. The financial statement provides a summary of the actual eligible costs of the partner for the project in the period of reference. An Excel template for collecting the financial information will be provided by I2M.

The main costs to be declared are [2]:

1. Personnel costs (calculated as “person-months x monthly rate” or “person-days x daily rate”);
2. Subcontracting costs
3. Purchase costs:
 - a. Travel and subsistence costs;
 - b. Equipment Depreciation;
 - c. Other goods, works and services
4. Other cost categories
 - a. Financial support to third parties;
 - b. Internally invoiced goods and services
5. Indirect costs

Any indirect costs are excluded from the above calculations. The indirect cost rate is added separately as a fixed percentage: $0.25 \times (\text{Personnel} + \text{Purchase costs})$.

- Explanation of the use of resources (person-months) per WP
- Certificates on the financial statements (audits) [3]

A CFS (Certificate on the Financial Statements) is obligatory for all beneficiaries (and third parties) who request a contribution reaching or exceeding the threshold of 430 000.00 € as reimbursement (EC contribution) calculated for the duration of the action up to the reporting period in reference.

CFS may be issued by any qualified auditor in Europe and in accordance with their internal financial regulations and procedures. The coordinator must submit the CFS together with the final report.

The certificates must be drawn up using the template published on the Portal, cover the costs declared on the basis of actual costs and unit costs calculated according to the beneficiaries' usual accounting practices, and fulfil the following conditions:

- a) Be provided by a qualified approved external auditor who is independent and complies with Directive 2006/43/EC18 (or for public bodies: by a competent independent public officer)

- b) The verification must be carried out according to the highest professional standards to ensure that the financial statements comply with the provisions under the Agreement and that the costs declared are eligible.

If a beneficiary does not submit a certificate on the financial statements (CFS) or the certificate is rejected, the accepted EU contribution to costs will be capped to reflect the CFS threshold.

NB. Beyond the “de facto” requirement to submit a CFS according to the predefined threshold, the EC reserves the right to request a financial audit up to 5 years after the project completion. It is therefore **recommended** that all partners maintain a level of bookkeeping appropriate to pass an audit process even if not pre-required to submit a CFS. Please see information provided below.

4.4 Financial rules and bookkeeping practices

4.4.1 Personnel costs

For persons who work for the action (regardless if they are full-time or part-time employees and/or if they work exclusively or not for the action; new for 2021-2027), the beneficiary may either [4]:

- a) Use reliable time records (i.e. time-sheets)
It can be done on paper or in a computer-based time recording system, to record (at least) all the hours worked in the action. Reliable time records must be dated and signed at least monthly by the person working for the action and their supervisor. If the time recording system is computer-based, the signatures may be electronic (i.e. linking the electronic identity data, e.g. a password and user name, to the electronic validation data), with a documented and secure process for managing user rights and an auditable log of all electronic transactions.
- b) Sign a monthly declaration on days spent for the action (template can be found in the [Annotated Model Grant Agreement \(AGA\)](#), under 9. Records for personnel costs).

Calculation of a person's rate:

The daily rate can be calculated as follows, for a full-time employee:

$$\text{daily rate} = \text{annual personnel costs for the person} / 215$$

4.4.2 Cost for travel and subsistence

Purchases for travel, accommodation and subsistence must be calculated as follows:

- Travel: based on the costs actually incurred and in line with the beneficiary's usual practices on travel
- Accommodation: based on the costs actually incurred and in line with the beneficiary's usual practices on travel
- Subsistence: based on the costs actually incurred and in line with the beneficiary's usual practices on travel.

Good practices for Travel costs:

- Keep all invoices, and also as far as possible all tickets/boarding passes;
- **Evidence** must be provided that the trip was “necessary” for the project and has made an active contribution to the project. Each trip should be separately documented (all costs grouped together per trip). Also indicate clearly which persons travelled, and supporting evidence that the trip/event actually took place (e.g. presentation, meeting minutes, photos).

4.4.3 Costs for equipment

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. 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.

Good practices for Equipment costs:

- Keep the initial purchase invoice (proof of total value);
- As appropriate, use a time-keeping method for calculating the actual time used in the project. e.g. for a lab equipment that might be used a few hours each day and shared among many projects;
- Follow your usual accounting practices.

4.4.4 Costs for other goods, works and services

Purchases of other goods, works and services must be calculated on the basis of the costs actually incurred. Such goods, works and services include, for instance, consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees, if required under the Agreement.

Subcontracting 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 are calculated on the basis of the costs actually incurred, fulfill the general eligibility conditions and are awarded using the beneficiary's usual purchasing practices — provided these ensure subcontracts with best value for money (or if appropriate the lowest price) and that there is no conflict of interests (see Article 12 of the Grant Agreement). 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. Subcontracting may cover only a limited part of the action.

Good practices for Subcontracting and OGS costs.

- Keep contracts and/or purchase orders, where the project name is indicated
- Keep invoices, clearly referring to the project and relevant
- Use a separate accounting code number for the project, for the bookkeeping of such costs
- Make sure you comply with your national procurement rules, e.g. request at least 3 offers (quotes) for high costs.
 - The criteria used to select the best offer should be clear and transparent, and follow "best value for money" principle and/or lowest price.
 - This is especially true to "Subcontracting costs" but it can also apply to major cost items of "Other goods and services"
 - There can be only one offer if it is well justified (e.g. sole eligible supplier)

4.4.5 Ineligible costs

The following costs or contributions are ineligible:

- Costs or contributions that do not comply with the conditions set out in the Article 6.1 and 6.2 of the Grant Agreement, in particular:
 - costs related to return on capital and dividends paid by a beneficiary
 - debt and debt service charges
 - provisions for future losses or debts

- interest owed
- currency exchange losses
- bank costs charged by the beneficiary's bank for transfers from the granting authority
- excessive or reckless expenditure
- deductible or refundable VAT (including VAT paid by public bodies acting as public authority)
- costs incurred or contributions for activities implemented during grant agreement suspension (see Article 31 of the Grant Agreement)
- Costs or contributions declared under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following cases:
 - if the action grant is combined with an operating grant running during the same period and the beneficiary can demonstrate that the operating grant does not cover any (direct or indirect) costs of the action grant
- Costs or contributions for staff of a national (or regional/local) administration, for activities that are part of the administration's normal activities (i.e. not undertaken only because of the grant)
- Costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies
- Other:
 - Costs or contributions declared specifically ineligible in the call conditions.

5 References

- [1] GA, Data Sheet 4.2
- [2] GA, Art.6.2. A-E, p.17-22
- [3] GA, Data Sheet 4.3; Art.24.2
- [4] GA, Art. 20.1

6 Acknowledgements and disclaimer

The author(s) would like to thank the partners in the project for their valuable comments on previous drafts and for performing the review.

#	Partner	Partner full name
1	FHG	FRAUNHOFER GESELLSCHAFT ZUR FORDERUNG DER ANGEWANDTEN FORSCHUNG EV
2	BRO-B	BROSE FAHRZEUGTEILE SE & CO. KOMMANDITGESELLSCHAFT
3	CIE	FUNDACION CIE I+D+I
4	BOS	BOSCH SANAYI VE TICARET AS
5	AUT	AUTFORCE AUTOMATIONS-GMBH
6	SISW	AUTFORCE AUTOMATIONS-GMBH
7	UGS	UG SYSTEMS GMBH & CO. KG
8	THL	TWI ELLAS ASTIKI MI KERDOSKOPIKI ETAIREIA
9	VIF	VIRTUAL VEHICLE RESEARCH GMBH
10	I2M	I2M UNTERNEHMENSENTWICKLUNG GMBH

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**Funded by
the European Union**

7 Abbreviations and Definitions

Term	Definition
SB	Steering Board
GA	Grant Agreement
DoA	Description of Action
EC	European Commission
PO	Project Officer
WP	Work Package
UC	Use Case
CFS	Certification on the financial statements
VAT	Value added tax
IPR	Intellectual Property Rights

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