



NOVAMONT

**FIRST2RUN**

*Flagship demonstration of an integrated biorefinery for dry crops  
sustainable exploitation towards biobased materials production*

# Plenary Meeting

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NOVAMONT

Porto Torres, July 15, 2016



Bio-based Industries  
Consortium



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# Amendment issues

An amendment is under preparation and will include the following modifications to the DoA:

- Substitution of Roelmi with Elementi s.r.l. (Italy)
- Inclusion of Chemtec UK limited as linked third party for SoliQz
- Adjustment to subcontracting costs for SoliQz

The project officer has been informed about these modifications and has asked the project coordinator to provide additional documents for SoliQz.

SoliQz is currently preparing these documents.

Once these documents will be sent by SoliQz to Novamont, the official amendment request will be sent to the Project Officer.

# Deliverables submitted up to M6

Deliverable number	Deliverable Title	WP number	Lead beneficiary	Type	Dissemination level	Due date
D1.1	Report on the availability on the territory of oil sources with high potential of application in the biobased sector	WP1	Novamont	Report	Confidential	M3
D7.1	Project website	WP7	Novamont	Websites, patents filling, etc.	Public	M3
D1.2	Optimized agronomic protocols for cardoon crop cultivation and fields management	WP1	Novamont	Report	Confidential	M6
D7.2	Leaflet on the project	WP7	Novamont	Report	Public	M6

Deliverable number	Deliverable Title	WP number	Lead beneficiary	Type	Dissemination level	Due date
D2.1	Report on the catalysts preparation	WP2	UNIBO	Report	Confidential	M9
D1.3	Optimized protocols for harvesting, separation and storage	WP1	Novamont	Report	Confidential	M12
D1.4	Optimized system for oil extraction from cardoon seeds and qualitative assessment of oil and cake	WP1	Novamont	Report	Confidential	M12
D6.1	Market analysis of biobased materials and products	WP6	Novamont	Report	Public	M12
D7.3	Draft plan of communication and dissemination	WP7	Novamont	Report	Public	M12
D7.5	Draft plan for use and dissemination of foreground	WP7	Novamont	Report	Confidential	M12

# Upcoming Deliverables (M13-M24)

Deliverable number	Deliverable Title	WP number	Lead beneficiary	Type	Dissemination level	Due date
D2.2	Optimized protocols of oxidative cleavage of vegetable oil	WP2	Matrica	Report	Confidential	M14
D2.3	Optimized protocols of chemical esterification processes	WP2	Matrica	Report	Confidential	M20
D1.5	Feedstock industrial plan assessment	WP1	Novamont	Report	Confidential	M24
D1.6	First report on quali-quantitative assessment of the harvested fractions towards their industrial exploitation	WP1	Novamont	Report	Confidential	M24
D2.4	Optimized protocols for selective hydrogenation reaction	WP2	Matrica	Report	Confidential	M24
D5.1	Realization of an optimized system for energy production from cardoon lignocellulosic biomass	WP5	Matrica	Demonstrator	Confidential	M24
D7.7	First report on a round table with stakeholders in the biobased sector	WP7	Novamont	Report	Public	M24



# Organisation of next consortium meetings

Next consortium meetings	Suggested location / hosting partner
July 2016	Matrica \ Italy (Porto Torres – Sardinia)
January 2017	
July 2017	
January 2018	
July 2018	
January 2019	
June 2019	

# Organisation of next review meeting

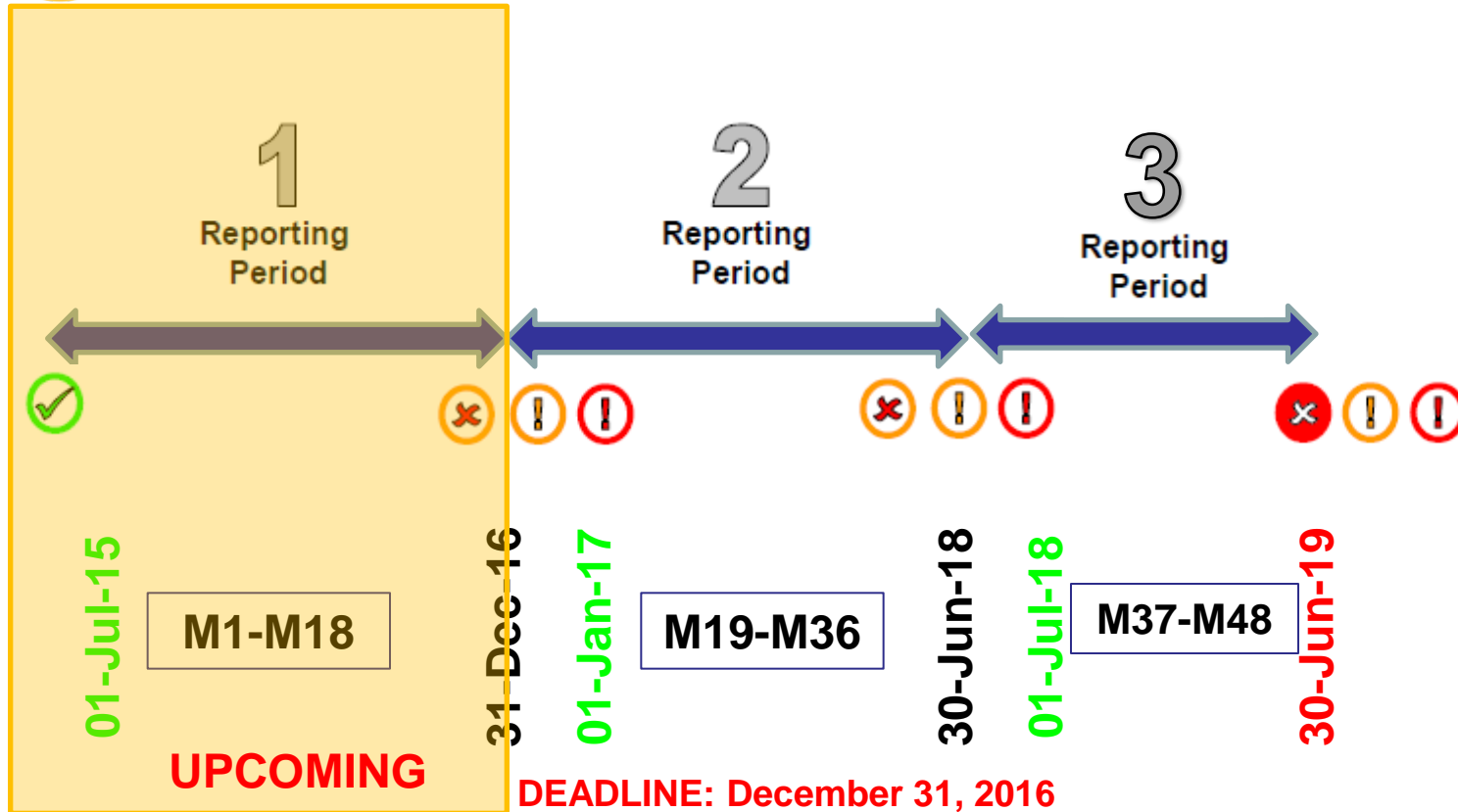
- **Interim Review Meeting (First2Run: March 2017) - The interim review of First2Run will be conducted after the 1st Reporting Period (M18) with the assistance of two (max three) independent experts. One of the experts could be suggested by the consortium. Other expert(s) will be suggested by BBI. Once the experts are pre-selected the consortium will be asked for agreement. **The interim review shall take place in month 21, which is March 2017; it will be based on the documents submitted within the 1st period (M1-M18): periodic report, financial statements, all deliverables due in the reporting period plus possible other documents (****
- The reference document for the progress assessment is the GA and especially Annex I (Description of Action, DoA). First the experts will read the documents and prepare their individual reports (beginning of March 2017). In next step a meeting will be organised with the consortium, experts and project officer (me). **The meeting will last the whole day and the consortium will be asked to present the progress in each WPs. After the meeting a consolidated report including recommendations will be provided to the consortium.** Details, including a suggestion for agenda will follow at a later stage.
- The project officer suggests the following dates: **28<sup>th</sup> March and 4<sup>th</sup> April 2017**
- Possible location for the review meeting: Brussels or location to be decided by the consortium



# Report on the KPIs of the project

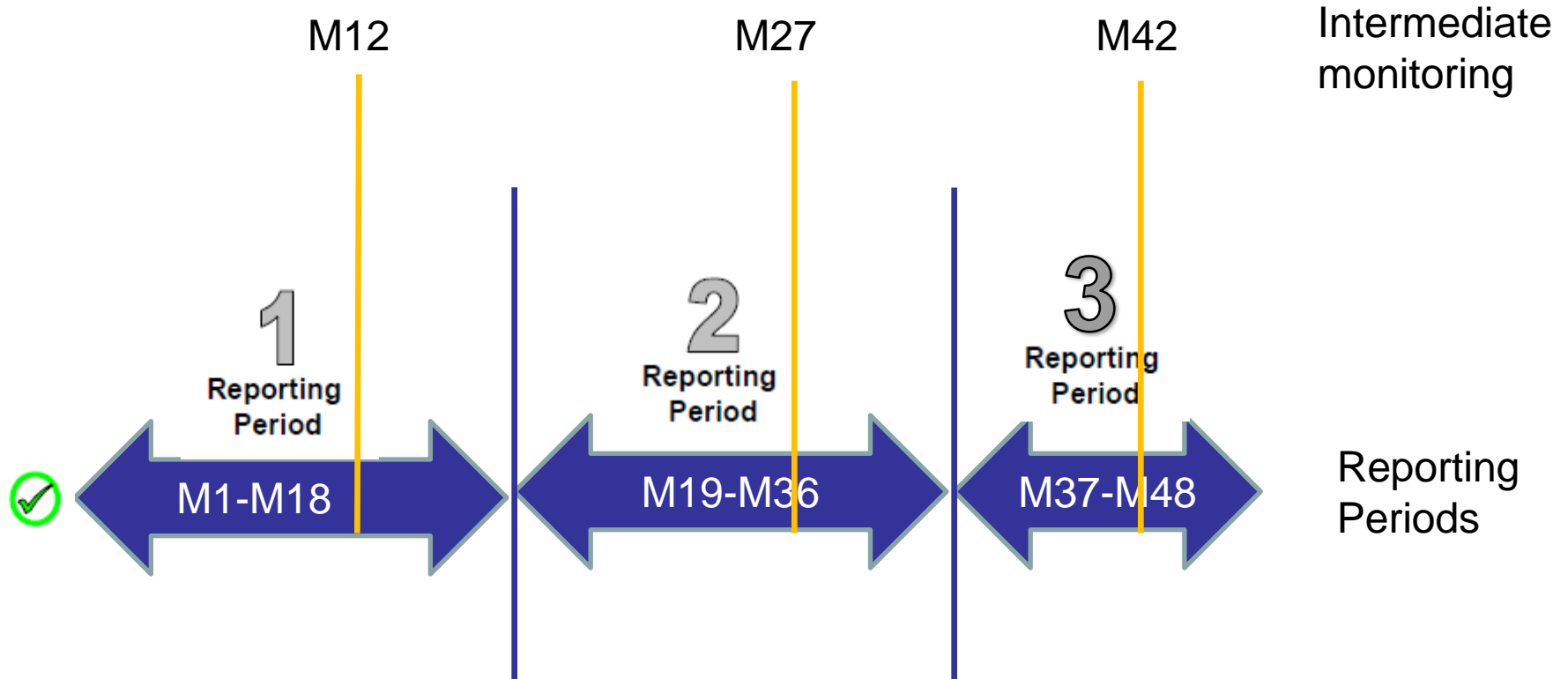
- Each project coordinator has been contacted by BBI-JU in order to provide with information on project's KPIs evaluation for estimating project's impacts
- The project coordinator has filled in a questionnaire provided by BBI-JU to define some main KPIs of the project
- A meeting with all project coordinators has been organized by BBI-JU to discuss on the project's KPIs
- As main outcomes from the coordinator's meetings, it has been outlined that the **questionnaire needs to be reviewed after the revision of the SIRA (Strategic Research Agenda). Moreover, there is the need for action at strategic level for providing common definitions and clarifications on the BBI specific KPIs .**
- The final version of the questionnaire will be sent to the project coordinators in October 2016.

## Timeline for Reporting to the EC



- Start of the project
- End of the reporting period
- Deadline for signed Form C (and Certificate on Financial Statement, if needed)
- Deadline for Periodic Report to the EC
- End of the project

# Timeline for Intermediate Monitoring



# Reporting Tool

- An excel file, with different sheets to fill in, will be forwarded to each partner
- In the tool, both the Gantt and total budget are presented.

					WP1	WP2	WP3	WP4	WP5	WP1	WP2	WP3	WP4	WP5
Total Hours:	319.00	Total Hours per WP:			104.0	15.0	200.0	0.0	0.0	3,645.2	525.8	7,010.0	0.0	0.0
Total PMs:	2.23	Total PMs per WP:			0.73	0.10	1.40	0.00	0.00					
Total Personnel costs:	11,180.95	Total Personnel costs per WP:			3,645.2	525.8	7,010.0	0.0	0.0					
					Average Monthly rate per WP:					5,023.8	5,023.8	5,023.8	-	-

Monthly productive hours:	143.3
Personnel costs declared as:	ACTUAL costs

Name and Surname or Person 1 .....	Category	Hourly rate	Period	Tot hours	Hours					Personnel Costs				
					WP1	WP2	WP3	WP4	WP5	WP1	WP2	WP3	WP4	WP5
row 1 Mario Rossi	project manager	35.05	M1-M18	319.00	104.0	15.0	200.0			3,645.20	525.75	7,010.00	-	-
row 2				0.00						-	-	-	-	-
row 3				0.00						-	-	-	-	-
row 4				0.00						-	-	-	-	-
row 5				0.00						-	-	-	-	-
row 6				0.00						-	-	-	-	-
row 7				0.00						-	-	-	-	-
row 8				0.00						-	-	-	-	-
row 9				0.00						-	-	-	-	-
row 10				0.00						-	-	-	-	-
row 11				0.00						-	-	-	-	-
row 12				0.00						-	-	-	-	-

Gantt	Budget	Personnel - own staff	Personnel - in-kind	Personnel - SME owners	Subcontracting	Travel	Other goods and services	Equipment	Depreciation	Summary
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## Personnel costs

$$\text{Actual Personnel Cost} = \text{Hours worked for the project} \times \text{Hourly rate}$$

where

$$\text{Hourly rate} = \frac{\text{Annual personnel costs}}{\text{Annual productive hours}}$$

- The hourly rate is to be calculated **per financial year**
- If the financial year is not closed at the time of reporting, the beneficiary must use the last closed financial year available.

Further type of personnel costs are described in details in the presentation of the KoM

# Hourly rate

Hourly rate =

$$\frac{\text{Annual personnel costs}}{\text{Annual productive hours}}$$

Include:

- Salaries (basic remuneration)
- Social security contributions (employers' and employees')
- Taxes and other costs included in the remuneration if they arise from national law or the employment contract

Do not include:

- Any ineligible item (article 6.5)
- Any costs included in other budget categories (e.g. indirect costs)
- Any part of the personnel costs that qualifies as additional remuneration

**Advice**

**1720 hours**

⚠ you must use this option if the employment contract does not specify the working time conditions or if the "annual workable hours" cannot be determined

**Individual annual productive hours**

• Formula: annual workable hours + overtime - absences

**Standard annual productive hours**

• According to the beneficiary's usual accounting practices. Minimum threshold: annual productive hours ≥ 90 % of the standard annual workable hours

# Subcontract

Total Subcontracting costs: 0.00

	Name of Subcontractor	Invoice's Date dd/mm/yyyy	Short Description	Foreseen in Annex I?	Explanations (if not foreseen in Annex I)	Amount	WP	Period
row 1								
row 2								
row 3								
row 4								
row 5								
row 6								
row 7								
row 8								
row 9								
row 10								
row 11								
row 12								
row 13								
row 14								
row 15								
row 16								
row 17								
row 18								
row 19								

Navigation tabs: Gantt, Budget, Personnel - own staff, Personnel - in-kind, Personnel - SME owners, **Subcontracting**, Travel, Other goods and services, Equipment, Depreciation

The beneficiaries must award the subcontracts ensuring the **best value for money** or, if appropriate, the lowest price


# Travel

Total Travel costs: 200.00

	Name and Surname	City	Country	Start dd/mm/yyyy	End dd/mm/yyyy	Purpose of travel	Foreseen in Annex I?	Explanations (if not foreseen in Annex I)	Amount	VP	Period	Short description (automatically filled in)
row 1	mario rossi	Milan	Italy	19/06/2016	20/06/2016	project meeting	yes		200.00	WP1	M1-M18	WP1: 19/6/2016-20/6/2016, Milan (Italy), project me
row 2												
row 3												
row 4												
row 5												
row 6												
row 7												
row 8												
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row 20												
row 21												
row 22												
row 23												
row 24												



# Other goods and services

 consulting, design, operation & maintenance engineering								
Total Other goods and services costs:							0.00	
	Name of Supplier	Invoice's Date dd/mm/yyyy	Short Description	Foreseen in Annex I?	Explanations (if not foreseen in Annex I)	Amount	WP <input type="text"/>	Period <input type="text"/>
row 1								
row 2								
row 3								
row 4								
row 5								
row 6								
row 7								
row 8								
row 9								
row 10								
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row 12								
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row 14								
row 15								
row 16								
row 17								
row 18								
row 19								

Gantt Budget Personnel - own staff Personnel - in-kind Personnel - SME owners Subcontracting Travel **Other goods and services** Equipment Depreciation

## Other goods and services

- This budget category covers any goods and services that were purchased for the action (or contributed in-kind against payment), including:
  - costs for consumables and supplies (e.g. costs of purchasing scientific publications (e.g. books, manuscripts, articles, digital copies, etc.)
  - dissemination costs (including open access during the action) and conference fees for presenting project-related research
  - costs of intellectual property rights (IPR), including protecting results and royalties on access rights
  - costs for certificates on financial statements (CFS) and certificates on methodology
  - translation costs, if translation is necessary for the action's implementation, is justified, etc.



## Equipment

- This budget category covers the depreciation costs of equipment, infrastructure or other assets used for the action.
- In some cases (e.g. infrastructure), equipment costs may also include the costs necessary to ensure that the asset is in good condition for its intended use (e.g. site preparation, delivery and handling, installation, etc.).
- The beneficiaries may declare the following types of equipment costs as 'other direct costs (equipment costs)', one of the following:
  - Either depreciating costs of equipment, infrastructure or other assets
  - Or purchase costs of equipment, infrastructure or other assets (if option applies)

and

- costs of renting or leasing of equipment, infrastructure or other assets
- costs of equipment, infrastructure or other assets contributed in-kind against payment.

## Equipment

$$(A/B) \times C \times D$$

A = period of use (in months) – to be claimed from the date of invoice to the end date of reporting period

B = depreciation period (in months) – please verify also with your national law, it should be calculated with your country rules

C = cost (without VAT)

D = allocation to the project %



# Financial Deadlines

Deadline	What to do
<b>Next week</b>	Coordinator will send to the partners the excel file FAST
<b>August 16<sup>th</sup>, 2016</b>	Partner will send back to the coordinator the filled file reporting incurred costs in the reference period
<b>September, 2016</b>	Feedback to the partners on the claimed costs
<b>January, 2017</b>	The project coordinator will ask partners to fill in the excel file reporting incurred costs in the reference period
<b>January the 20<sup>th</sup>, 2017</b>	Partner will send back to the coordinator the filled file reporting incurred costs in the reference period (M1-M18)
<b>February 2017</b>	After the coordinator's check, a summary to insert in the SYGMA portal will be returned to each partner
<b>End of February</b>	Finalization of Annex 4 in SYGMA and electronic signature

**Intermediate check (M1-M12)**

**Official reporting (M1-M18)**