NFP meeting
Grant Management

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Head of sector, HaDEA A1.1
Health and Digital Executive Agency (HaDEA)

Rome, 11 October 2022

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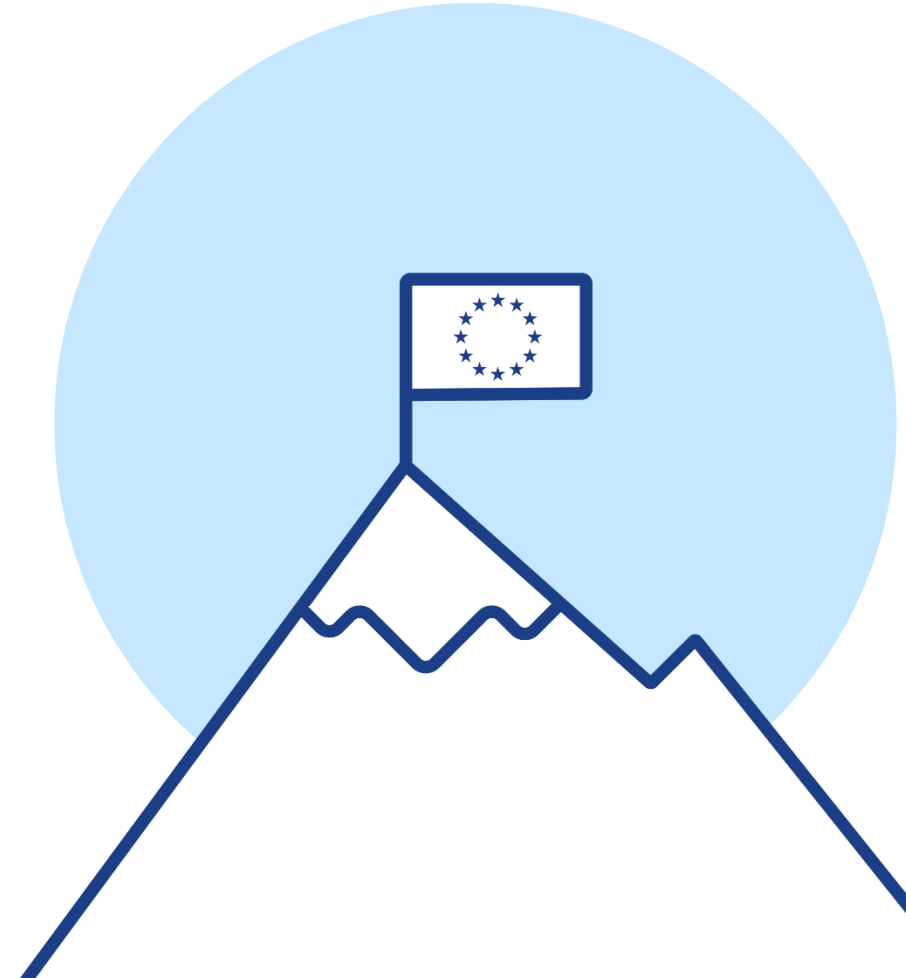
HaDEA

The European Health and Digital Executive Agency

Covent Garden
Place Charles Rogier 16 Karel Rogierplein
B-1210 Brussels

Our purpose



Vision

HaDEA – boosting Europe by building, from earth to space, a healthy society, a digital economy and a competitive industry.

Mission

To implement actions that strengthen Europe in the domains of health, food safety, digital technologies and networks, industrial capacities and space. We provide high quality and service-oriented support, with the aim to enable European society to become more healthy, resilient and fair and European industry to become more competitive. We ensure that the projects funded by the HaDEA deliver concrete results that benefit the lives of all EU citizens and provide the European Commission with valuable input for its policies

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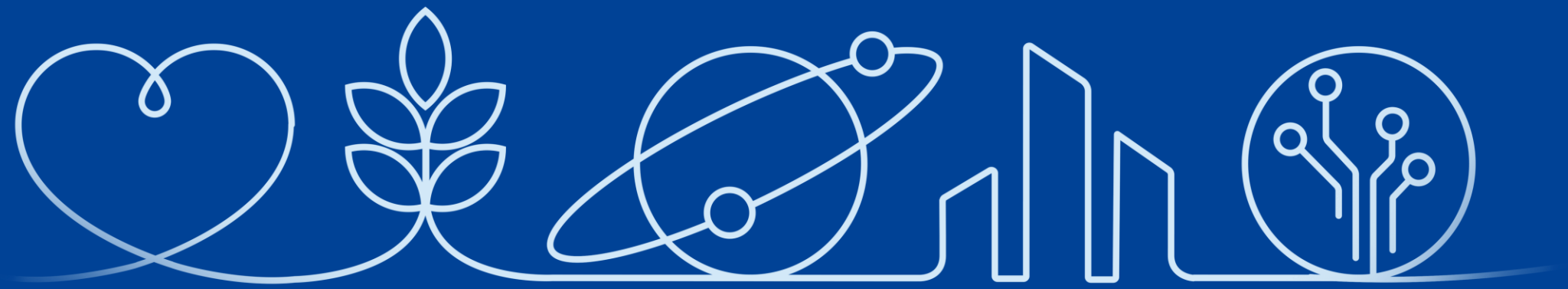
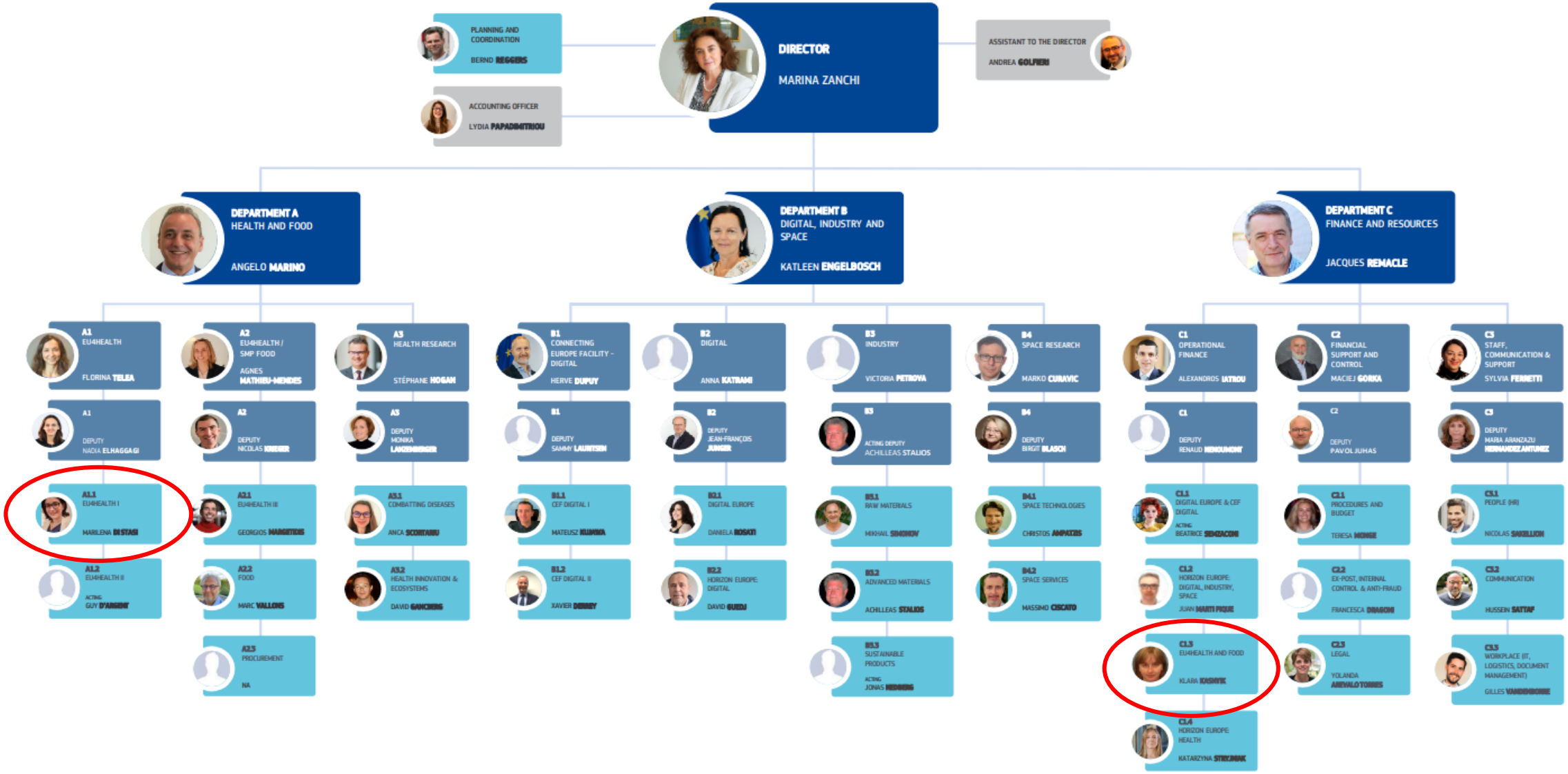
Programme sectors



Health Food safety Space Industry Digital

ORGANISATION CHART



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Example of a GRANT AGREEMENT

EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HADEA)

HADEA.A – Health and Food
A.1 – EU4Health

GRANT AGREEMENT

Project 101056947 — CanScreen-ECIS

Project starting date: fixed date: 1 September 2022

Project end date: 29 February 2024

Project duration: 18 months

Signed on 14/06/2022 started on 01/09/2022

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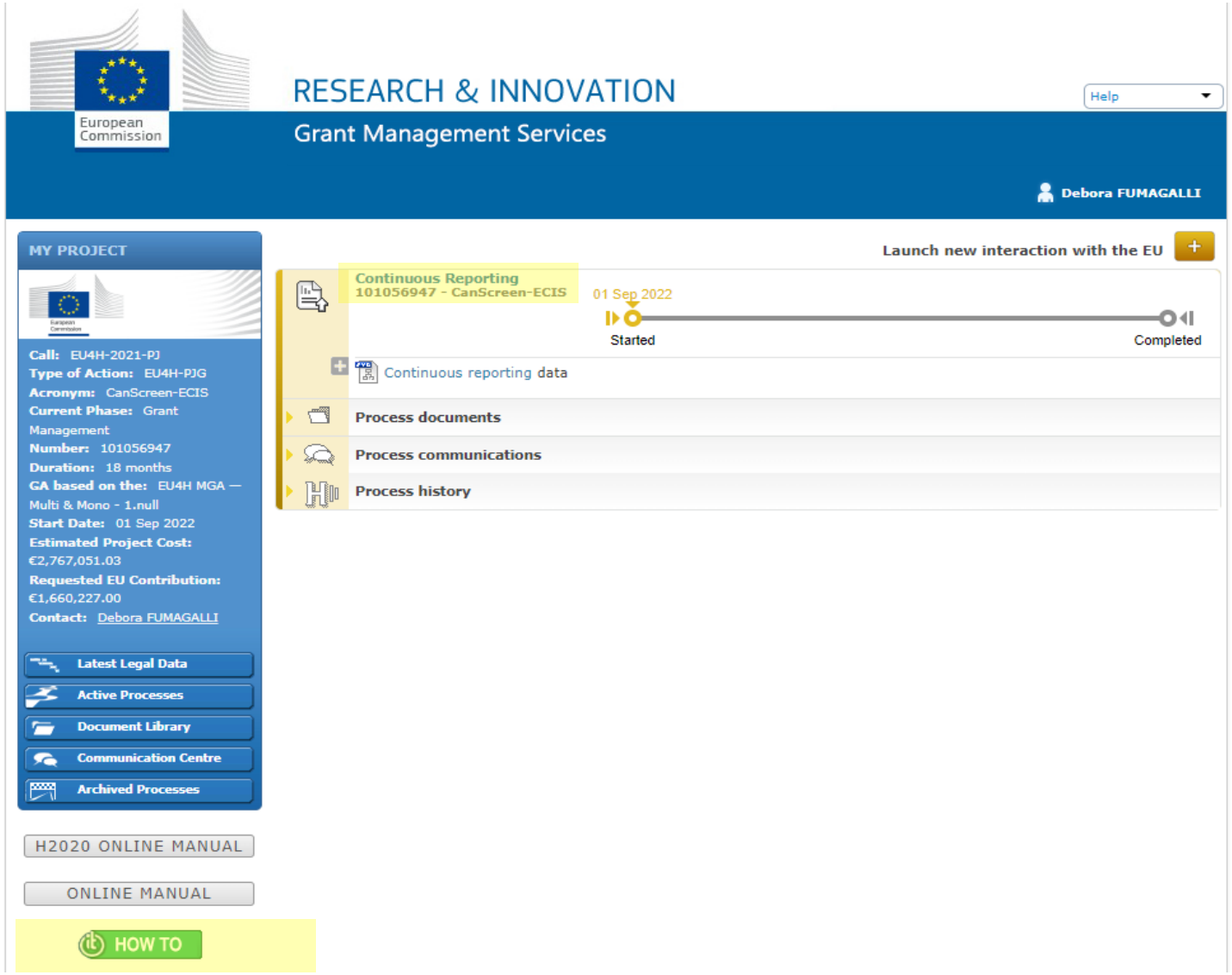
ELECTRONIC GRANT MANAGEMENT SYSTEM



Funding & Tenders portal

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

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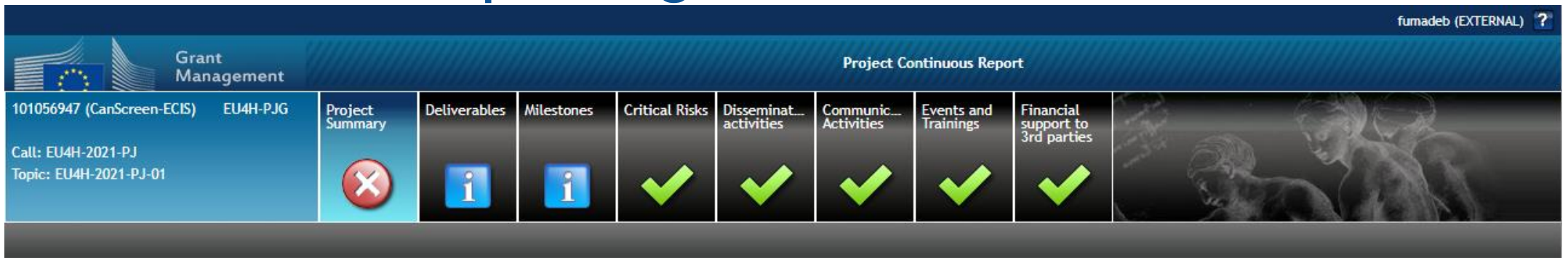
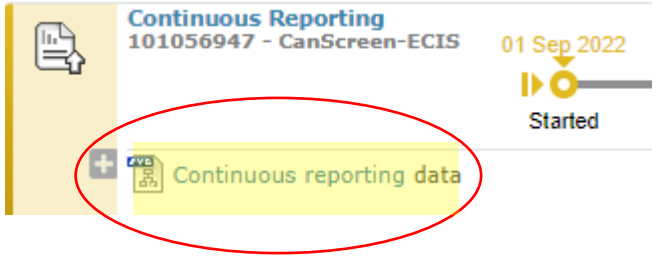
Continuous Reporting



On-going process:

- Continuous update of Summary for publication
- Uploading of deliverables
- Monitoring/reporting on milestones and critical risks
- Reporting on Publication and Dissemination activities

Accessible through F&T Portal:



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SUMMARY FOR PUBLICATION

Used for dissemination purposes

Ensure to include:

- Summary of the action context and objectives
- A description of the work performed and main results achieved
- A description of the expected final results and their potential impact and use (if possible beyond the duration of the project)

Keep it up to date!

Beware of changing timing of the text:
"*The project aims at…to achieve*" shall become "*The project aimed at…and achieved…*"

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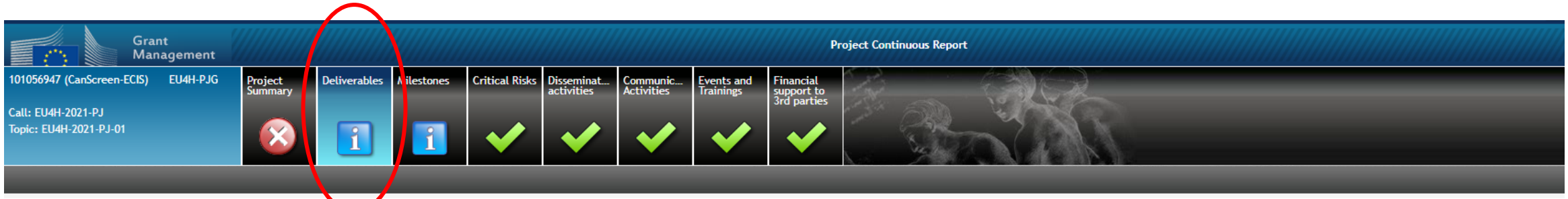
DELIVERABLES



Deliverables and Other Reports

For each Deliverable, a single file (max 52MB) can be uploaded

Show Filters Clear Filters Deliverables

Work Pac	Deliverab	Delivera	Deliverable Name	Description	Lead B	Type	Dissemina	Due Date	New Due Dat	Delivery Dat	Approval Date	Status
WP1	D1.1	D1	Dissemination report	Electronic format; circa. 10-15 pages; EN langu...	ECL	R	PU	29 Feb 202				Pending
WP1	D1.2	D2	Project completion report inc	Electronic format; circa. 120-150 pages; EN lan...	IARC	R	PU	29 Feb 202				Pending
WP2	D2.1	D3	Proceedings of workshop to d	Agenda, signed presence list, target group, num...	ERAS/	R	SEN	31 Mar 202				Pending
WP2	D2.2	D4	Final set of performance indi	Electronic format; circa. 25-35 pages; EN langu...	ERAS/	R	PU	31 Aug 202				Pending
WP3	D3.1	D5	Data warehouse and web app	Qualitative and quantitative data collection to...	CPO	OTHER	SEN	31 May 202				Pending
WP3	D3.2	D6	Proceedings of workshop on q	Agenda, signed presence list, target group, num...	ECL	R	SEN	31 Oct 202				Pending
WP3	D3.3	D7	Final version of the portal rea	Data management system and web application. Ele...	CPO	OTHER	PU	29 Feb 202				Pending
WP4	D4.1	D8	Proceedings of workshop on p	Agenda, signed presence list, target group, num...	IARC	R	SEN	31 Oct 202				Pending
WP4	D4.2	D9	Report of evaluation of pilot	Evaluation of pilot using the listed indicators...	IARC	R	SEN	31 Jan 202				Pending
WP5	D5.1	D10	Learning programme aimed a	E-learning modules; Electronic format; circa. 1...	CSF	DEC	PU	31 Oct 202				Pending
WP5	D5.2	D11	Learning programme aimed a	E-learning modules; Electronic format; circa. 5...	CSF	DEC	PU	29 Feb 202				Pending
WP6	D6.1	D12	Project webpage	Describe objectives, methods, progress & key ou...	ECL	DEC	PU	28 Feb 202				Pending
WP6	D6.2	D13	User insights study (report)	Electronic format, circa. 15pages; EN language ...	ECL	R	PU	31 Aug 202				Pending
WP6	D6.3	D14	Scientific article - Cancer scr	Confirmation of submission, acceptance date, pu...	Scien	OTHER	PU	29 Feb 202				Pending
WP6	D6.4	D15	Proceedings of dissemination	Agenda, target group, number of estimated parti...	ECL	R	PU	29 Feb 202				Pending

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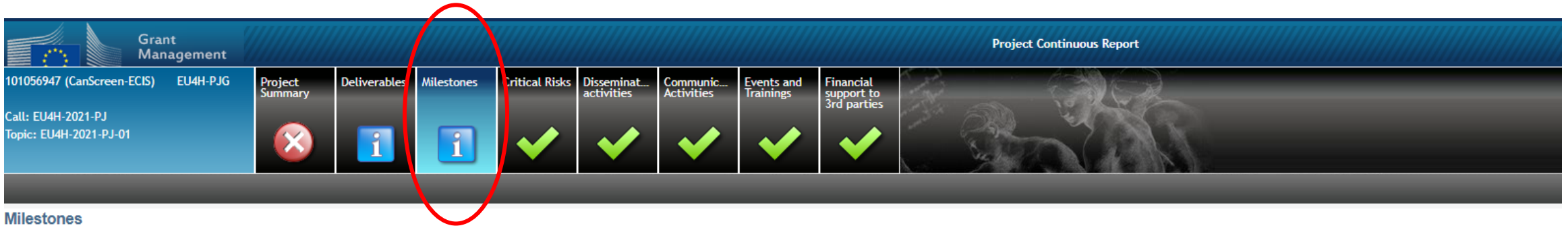
DELIVERABLES

- Files per deliverable: **1 only!**
- Format: .pdf, .zip file
- Size: up to 52 MB
- Standard cover page: strongly recommended
- Executive summary and/or user guide: strongly recommended
- GDPR and pre-existing rights: **to be fully respected!**
- Application of Article 21: **mandatory!**

1. Upload, comment and submit
2. HaDEA will either **accept** or **re-open for revision** with comments (usually detailed by email) or **reject (non-compliance)**

MILESTONES



Milestones

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Delivery Date	Delivery Date (actual)	Achieved	Comments
1	Mid-term financial and technical reports submitted	WP1	IARC	Mid-term report submitted to the Commission	31 May 2023			
2	Data warehouse and web application ready to be used for pilot	WP3	CPO	CPO - AOU institutional website that will host the server	31 May 2023			
3	Launching of the pilot	WP4	IARC	Proceedings of the workshop No. of data-providers registered with	31 May 2023			
4	Online orientation training completed	WP5	CSF	List of participants completing the virtual course	31 May 2023			
5	Dissemination workshop	WP6	ECL	Invitation of all contact points and stakeholders; online registratic	29 Feb 2024			

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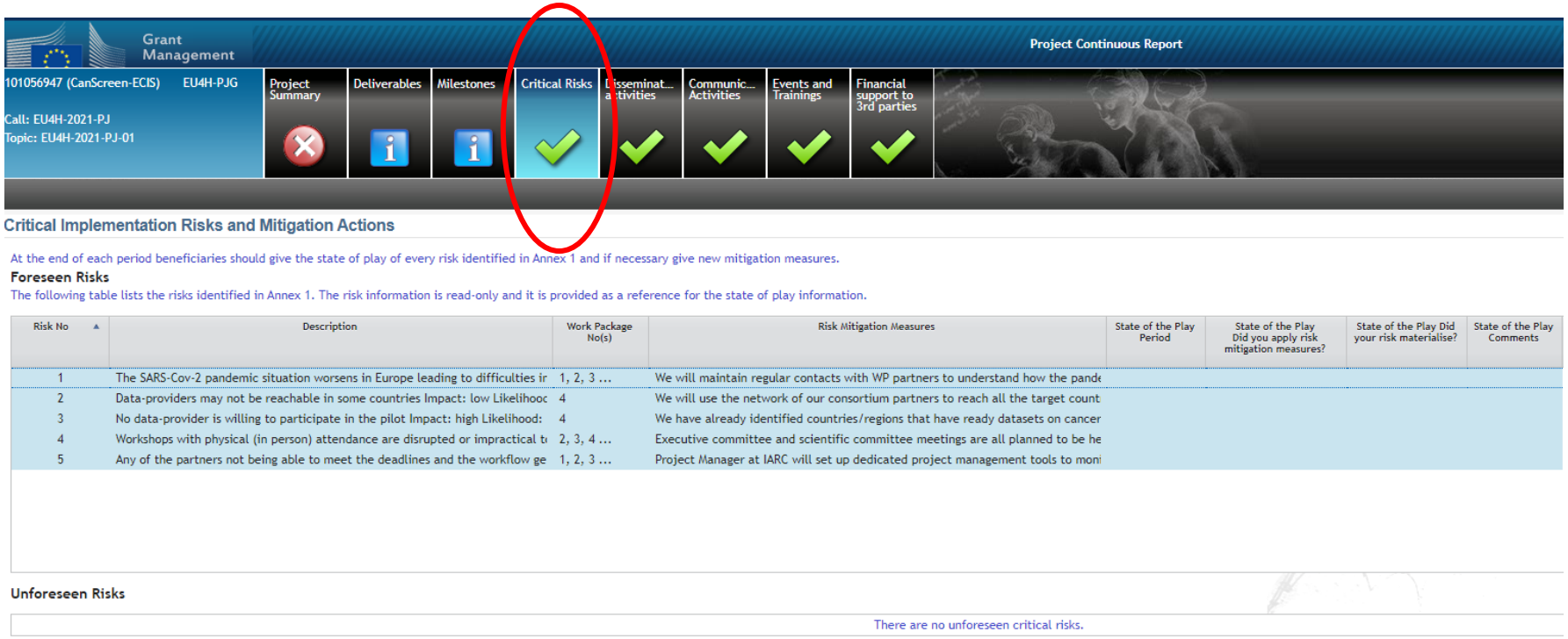
CRITICAL RISKS



Critical Risks (Annex 1, Part A of the GA)

- *<u>Foreseen Risks</u> (Risk analysis) – to be documented, when occurring, with evidence of the undertaken counteracting/mitigation actions*
- *<u>Unforeseen Risks</u> – to be added and documented, when occurring, with evidence of the undertaken counteracting/mitigation actions*

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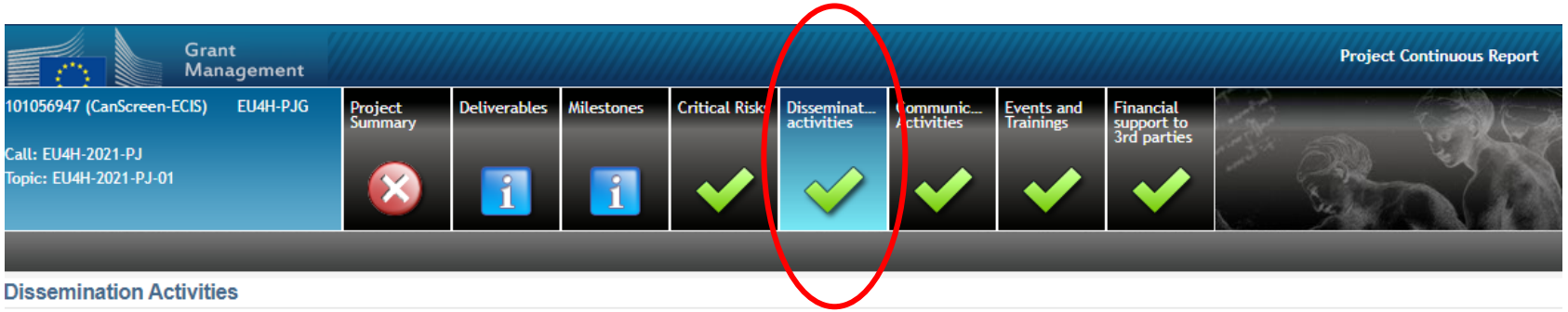
DISSEMINATION & COMMUNICATION ACTIVITIES



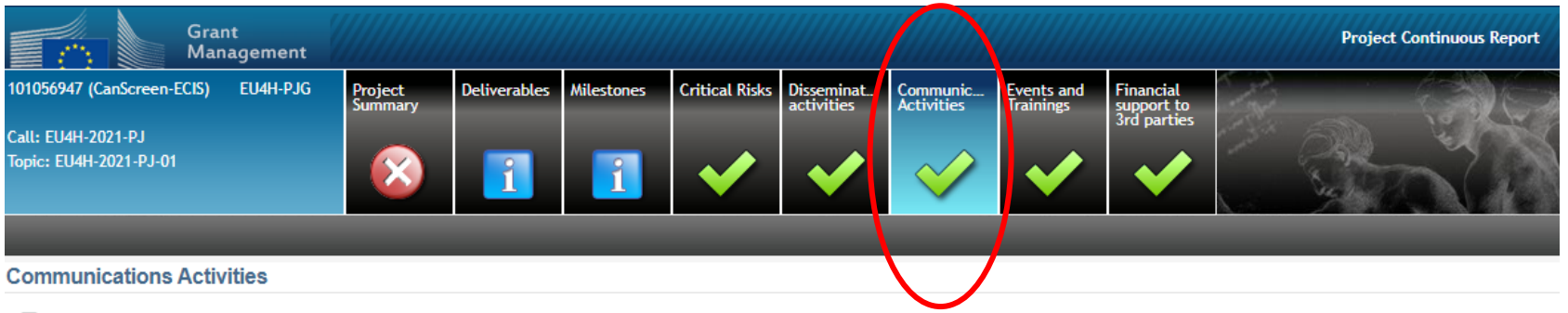
Dissemination Activities

There is no dissemination activity for this project yet

List the dissemination activities carried out in the context of the project.

Include dissemination activities mentioned in the proposal and new ones.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience Reached	Why? Description of the objective(s) with reference to a specific project output (max 200 characters)	Status of the dissemination activity



Communications Activities

There are no communication activities for this project yet

Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic an
public and possibly engaging in a two-way exchange.

No communication activities added

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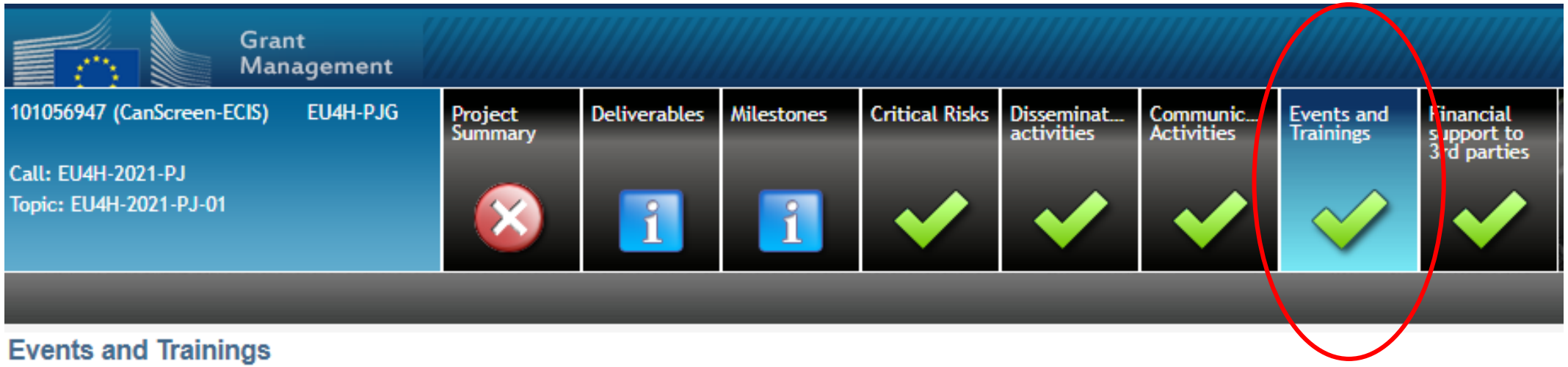
EVENTS & TRAININGS



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ARTICLE 21 — REPORTING — PAYMENT REQUESTS

21.2 Periodic reporting: Technical reports and financial statements

The coordinator must submit to the Agency the technical and financial reports set out in this Article.

These reports include requests for payment and must be drawn up using the forms and templates provided in the electronic exchange system.

One or more reports depending on the duration of the action.

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ARTICLE 21 — REPORTING — PAYMENT REQUESTS

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

The periodic report must include:

(a) a technical part including an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

(b) a financial part including:
- the financial statements (individual and consolidated; for all beneficiaries/affiliated entities)
- the explanation on the use of resources (or detailed cost reporting table, if required)
- the certificates on the financial statements (if required; see Article 24.2 and Data Sheet, Point 4.3).

TECHNICAL & FINANCIAL IMPLEMENTATION – Periodic Reporting, Step 1:

At the end of each reporting period all beneficiaries receive a notification to log on the F&T portal and complete:

- Their own Financial Statement (and the financial report of their affiliated entity, if any).
- Their contribution to the Technical Part of the Periodic Report (this is common for all beneficiaries in the project)

Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action!

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TECHNICAL & FINANCIAL IMPLEMENTATION – Periodic Reporting, Step 2:

All beneficiaries via the F&T portal:

a) e-sign and submit their Financial Statements to the Coordinator and

b) complete the Technical Part of the Periodic Report

Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action!

TECHNICAL & FINANCIAL IMPLEMENTATION – Periodic Reporting, Step 3:

The Coordinator approves (or rejects for revision!) the elements of the Periodic Report & submits to the EU Services

Only users with the role Coordinator Contact Person can perform this action!

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TECHNICAL & FINANCIAL IMPLEMENTATION – Periodic Reporting, Steps 4 & 5:

Step 4:

The EU Services review the submitted Periodic Reports and HaDEA:

- Accepts the reports and starts preparing the final payment or
- **Asks for a revision of the reports and re-opens the process** or
- Rejects the reports

Step 5:

The final payment is executed with the completion of the process

ARTICLE 29 — SUSPENSION OF PAYMENT DEADLINE 1/2

29.1 Conditions

The Agency may — at any moment — suspend the payment deadline if a payment cannot be processed because:

(a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed

(b) there are doubts about the amount to be paid (e.g. ongoing audit extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or

(c) there are other issues affecting the EU financial interests.

ARTICLE 31 — SUSPENSION OF PAYMENT DEADLINE 2/2

29.2 Procedure

The Agency will formally notify the coordinator of the suspension and the reasons why.

The suspension will take effect the day notification is sent.

- If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted — and the remaining period will resume.
- If the suspension exceeds two months, the coordinator may request the Agency if the suspension will continue.
- If the payment deadline has been suspended due to the non-compliance of the technical or financial reports and the revised report or statement is not submitted or was submitted but is also rejected, the Agency may also terminate the grant or the participation of the coordinator (see Article 32).

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Amendments 1/3

39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

39.2 Procedure

The party requesting an amendment must submit a request signed directly in the F&T Portal.

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

Amendments 2/3

The coordinator submits and receives requests for amendment on behalf of the beneficiaries.

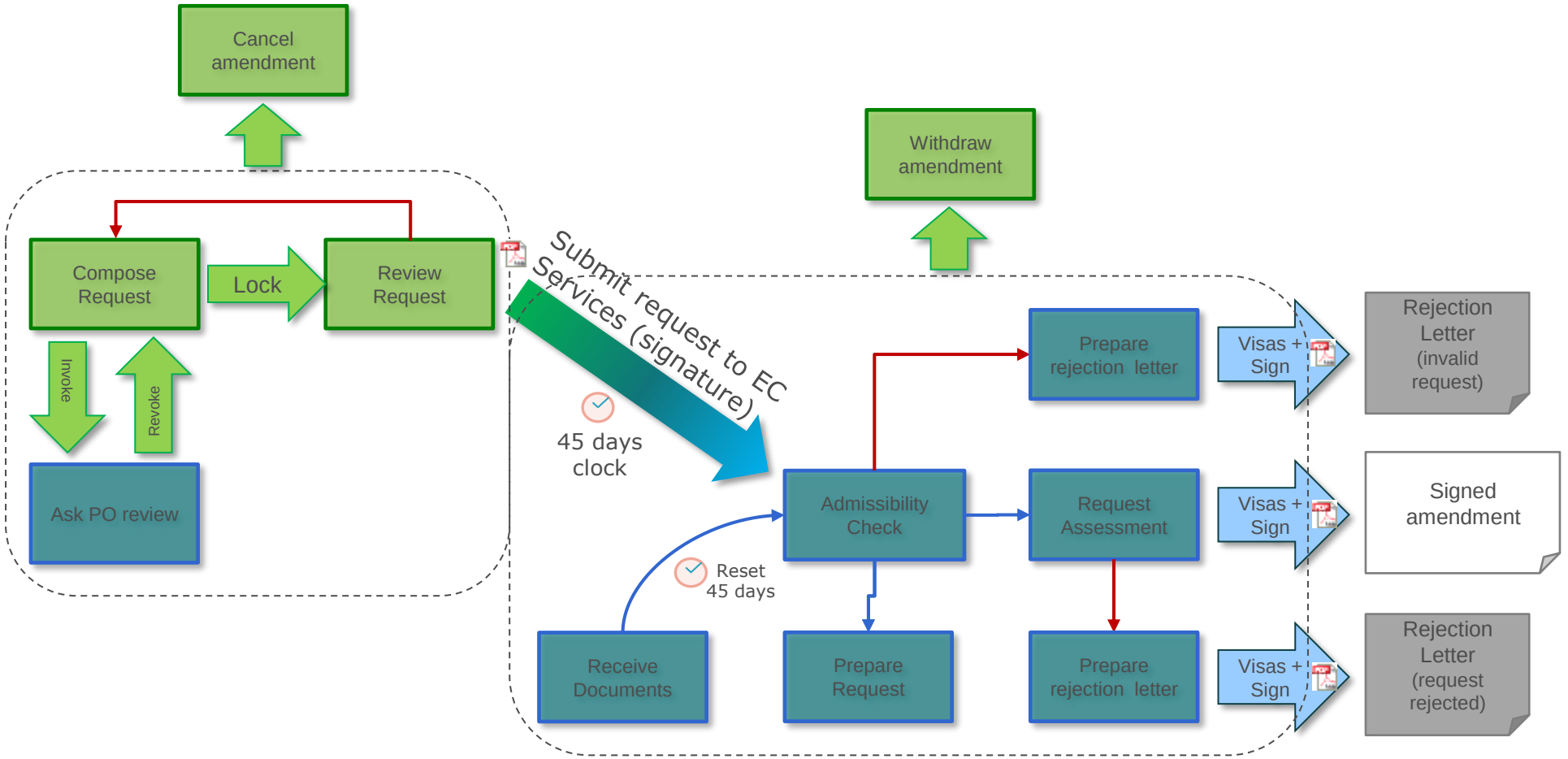
If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries)

- If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested).
- If it does not agree, it must formally notify its disagreement within the same deadline.
- The deadline may be extended, if necessary for the assessment of the request.
- If no notification is received within the deadline, the request is considered to have been rejected.

An amendment enters into force on the day of the signature of the receiving party.

An amendment takes effect on the date of entry into force or other date specified in the amendment.

Amendments 3/3



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ARTICLE 7 —BENEFICIARIES

Arrangements between beneficiaries must be set out in a Consortium agreement which may cover:

- internal organisation of the consortium
- management of access to the Portal
- distribution of EU funding and financial responsibilities
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The consortium agreement must not contain any provision contrary to the Agreement.

Roles and responsibilities towards the Agency

- The beneficiaries have full responsibility for implementing the action and complying with the Agreement.
- The beneficiaries are jointly and severally liable for the **technical implementation** of the action as described in Annex 1.

If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment).

The *Project Coordinator* must:

- Monitor that the action is implemented properly
- Act as intermediary for all communications between the consortium and the Agency:
  - Request and review any documents or information required and verifying their quality and completeness before passing them on to the Agency
  - Submit deliverables and reports to the Agency
  - Inform the Agency about the payments made to the other beneficiaries, if required
- Distribute the payments received from the granting authority to the other beneficiaries without unjustified delay

Each Beneficiary must:

- Keep information stored in the Portal Participant Register up to date
- Inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action
- Submit to the coordinator in good time:
  - The financial statements and certificates on the financial statements (CFS), if required
  - The contributions to the deliverables and technical reports
  - Any other documents or information required by the Agency under the agreement
- Submit via the Portal data and information related to the participation of their affiliated entities.

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COMMUNICATION, DISSEMINATION & VISIBILITY

Article 17.1 Communication — Dissemination – Promoting the action

The beneficiaries must promote the action and its results to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent an defective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

Annex 5 Communication and dissemination plan

The beneficiaries must provide a detailed communication and dissemination plan, setting out the objectives, key messaging, target audiences, communication channels, social media plan, planned budget and relevant indicators for monitoring and evaluation.

COMMUNICATION, DISSEMINATION & VISIBILITY

Annex 5 Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts

- for actions involving publications, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention

- for actions involving public events, display signs and posters mentioning the action and the European flag and funding statement

- upload the public project results to the EU4Health Project Results platform, available through the F&T Portal

COMMUNICATION, DISSEMINATION & VISIBILITY

Article 17.2 Visibility — European flag and funding statement

- Unless otherwise agreed with the Agency, communication activities of the beneficiaries related to the action, dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate)
- The emblem must remain distinct and separate and cannot be modified
- Apart from the emblem, no other visual identity or logo may be used to highlight the EU support
- When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

EU emblem available at:
http://europa.eu/european-union/about-eu/symbols/flag_en

COMMUNICATION, DISSEMINATION & VISIBILITY

17.3 Quality of information — Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

"Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or HaDEA. Neither the European Union nor the granting authority can be held responsible for them."

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…useful info!

- Key-information are available in the GA!
- Further information is available online (online manual,

)
- Reference documents are available here

In case of uncertainty: **ask your PA in HaDEA!**

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Thank you

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