BCOMING

D1.1 Project Handbook

Project acronym: BCOMING

Project title: Biodiversity Conservation to Mitigate the risks of emerging infectious diseases

Call: HORIZON-CL6-2021-BIODIV-01

This project has received funding under the European Union's Horizon Europe research and innovation programme under grant agreement No 101059483.

Project no.	101059483
Project acronym:	BCOMING
Project title:	Biodiversity Conservation to Mitigate the risks of emerging infectious diseases
Call:	HORIZON-CL6-2021-BIODIV-01
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Author list

Name	Organization
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Document History			
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03	05.09.2022	Final draft shared with all partners	All partners
04	13.09.2022	Finalised with attachments (kick-off)	All partners
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Publication information

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Executive Summary

This deliverable has been prepared to serve as a guidance tool and manual for all BCOMING partners. It contains all key information on rules and procedures covering both the overall implementation of BCOMING as well as the details needed for day-to-day activities. Partners can refer to this document to understand the management structure and decision-making procedures, the communication and quality monitoring system, or how to fulfil the requirements of the European Commission defined in the Grant Agreement.

The general principles for the project execution are defined in the European Union Grant Agreement (GA), the description of the action (DoA) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, nor does it replace any of the European Union guidelines for project implementation and documentation, rather using these and explain to all partners in a simpler format.

The Project Handbook includes several references and links to official EU documentation or to standard templates for BCOMING partners to fill in regularly.

The Project Handbook will be a living document and will be updated when new or better procedures are set up in BCOMING as the project progresses.

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List of Acronyms and abbreviations

GA	Grant Agreement
CA	Consortium Agreement
PCG	Project Coordination Group
General Assembly	General Assembly (use fully)
EB	Executive Board
EEAB	External Expert Advisory Board
IPEB	IPR and Exploitation Board
DoA	Description of Action

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Introduction

The main objective of BCOMING is to co-construct innovations with all stakeholders in biodiversity hotspots to reduce the risk of infectious disease emergence through biodiversity conservation and zoonotic disease surveillance.

Key data

Project number: 101059483
Project name: Biodiversity Conservation to Mitigate the risks of emerging infectious diseases
Project acronym: BCOMING
Call: HORIZON-CL6-2021-BIODIV-01
Topic: HORIZON-CL6-2021-BIODIV-01-11
Type of action: HORIZON Research and Innovation Actions
Granting authority: European Research Executive Agency
Project starting date: fixed date: 1 August 2022
Project end date: 31 July 2026
Project duration: 48 months
No of partners: 14 (11 full partners, 3 associated partners)
Budget: 6M€
Maximum EU contribution: 4,949M€
Reporting periods (3): M1-M18; M19-M36; M37-M48

Country	Institute – short name	Partner website
France	CIRAD – ASTRE	https://www.cirad.fr/
Hungary	Europa Media	https://europamedia.org/
France	IRD	https://www.ird.fr/
Cambodia	Institut Pasteur du Cambodge	https://www.pasteur-kh.org/
Belgium	Avia-GIS	https://www.avia-gis.com/
France	INRAE	https://www.inrae.fr/
Thailand	Mekong RegionFutures Institute	https://www.merfi.org/
Belgium	Université de Liège	https://www.uliege.be/
Belgium	University of Antwerp	https://www.uantwerpen.be
Germany	Helmholtz Centre for Infection Research	https://www.helmholtz-hzi.de/en/
Guinea	CERFIG	http://cerfig.org/
UK	iDE	https://www.ideglobal.org/
UK	Nature Metrics	https://www.naturemetrics.co.uk/
UK	FFI	https://www.fauna-flora.org/

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The consortium members will establish a One-Health approach to reach the following specific objectives (SO):

- SO1: Improve our knowledge of the influence of Biodiversity and other factors on Microbiomes structure and Zoonotic Risks.
- SO2: Improve capacities to detect emergences and create new solutions for early and rapid pathogen detection and characterization
- SO3: Facilitate the design of biodiversity-friendly sustainable socio-ecosystems with reduced zoonotic risk, integrating sustainable prevention and mitigation measures
- SO4: Develop cost-efficient zoonotic risk forecasting and surveillance systems based on user needs and host ecology
- SO5: Ensure stakeholder engagement and design participatory processes to support the design, spread and application of novel solutions to prevent pandemics

Work Packages:

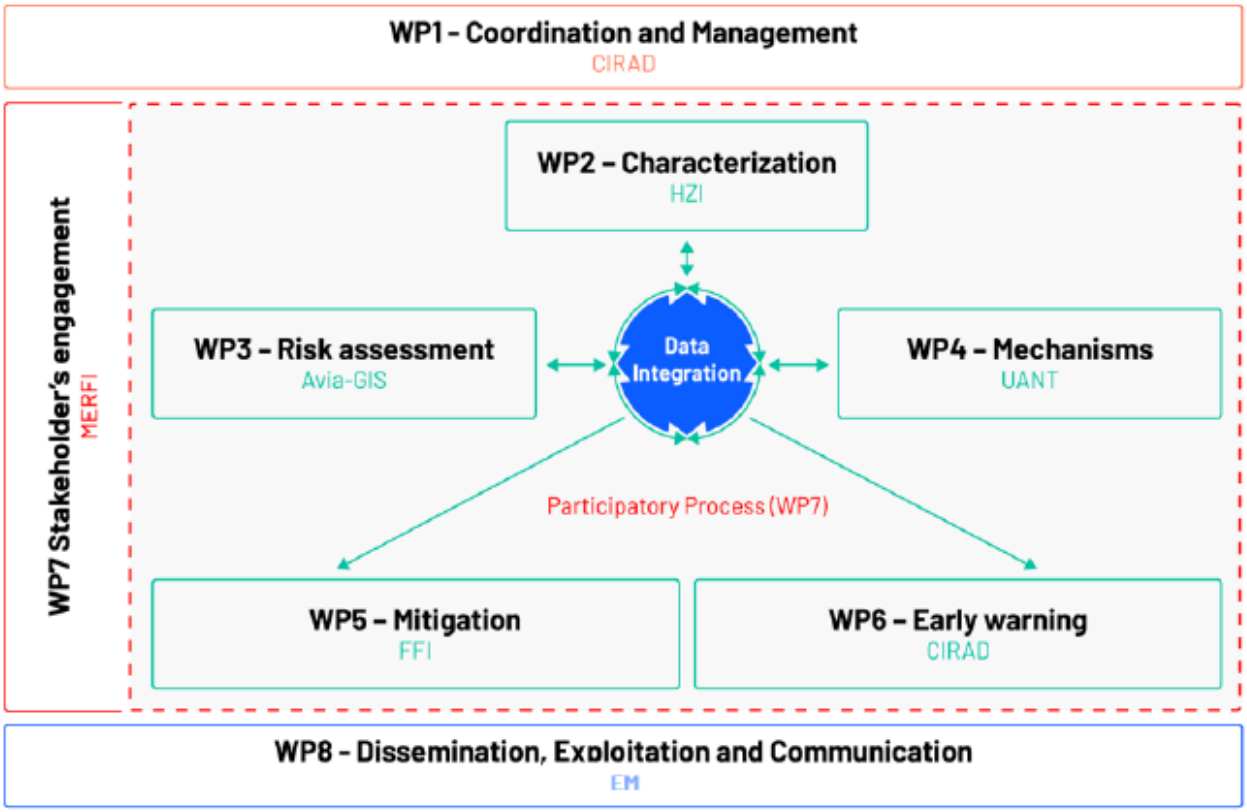

Figure 1: PERT diagram of BCOMING Work Packages.

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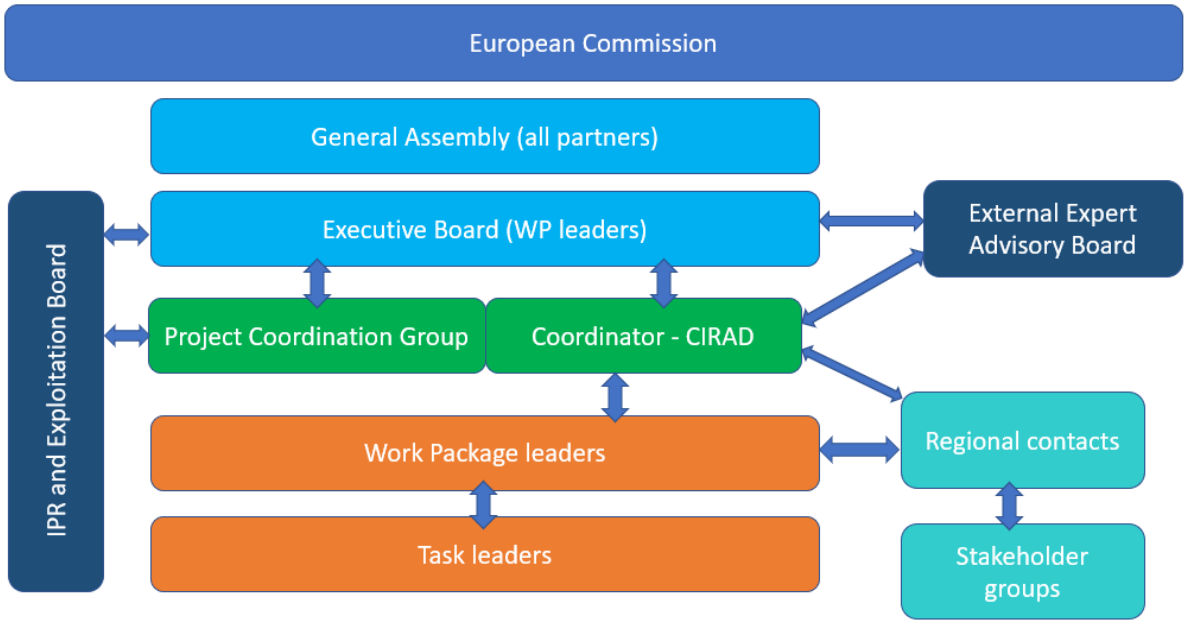
Project structure

Consortium bodies

The organisational structure of the BCOMING consortium shall comprise the following Consortium Bodies: Project Coordination Group (PCG), General Assembly, Executive Board (EB), External Expert Advisory Board (EEAB) and an IPR and Exploitation Board (IPEB). The roles and responsibilities are discussed for most consortium bodies in the Consortium Agreement (Sharepoint Link to CA). Here we discuss additional information not covered by the GA or the CA.

CIRAD, the Coordinator as the legal entity is acting as the intermediary between the Parties and the Granting Authority. The coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement.



Project Coordination Group

The PCG consists of CIRAD and EM team members. EM and CIRAD will ensure continuous monitoring of progress in all parts of the project is essential to ensure timely project implementation and innovative excellence of the project deliverables. Key indicators will be proposed by CIRAD to evaluate the performance of the project and its impact. PCG has no decision-making rights but can be assigned by the Executive Board to implement specific EB/GA decisions or monitor the implementation of EB/GA decisions. PCG can initiate ad-hoc EB or GA meetings to be organised online or face-to-face and can organise online (or e-mail based) voting procedures for the EB or the GA. PCG has to ensure that such voting procedures are well prepared, and all members of the Consortium Body asked to vote are able to make full-informed decisions.

The PCG will meet on a monthly basis (first Tuesday of each month) and organise coordination meetings between CIRAD and EM whenever needed. PCG meeting can be organised only if at least one staff member assigned for BCOMING project implementation from both CIRAD, and EM can attend the meeting. Additional partners and staff members from the consortium may be invited to attend PCG meetings when relevant to discuss management, ethics, legal, data management, gender equality etc related issues.

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Within PCG, CIRAD will be

- Setting strategic directions for the EB/GA of the project activities;
- Carrying out overall scientific coordination actions;
- Carrying out overall management, communication and reporting activities;
- Handling main communications with the Commission;
- Monitoring the compliance by beneficiaries with their obligations under the grant agreement;
- Financial management (administer the community financial contribution, keep the record and financial accounts, and inform the Commission of the distribution of the Community financial contribution).

EM will be working in close contact with the Project Coordinator, in order to:

- Support the Project Coordinator in all project phases;
- Make appropriate internal arrangements to ensure the efficient implementation of the project;
- Ensure that the programme rules are correctly followed by the partners;
- Support the correct administrative management of the budget and EU funding;
- Coordinate the every-day administration actions;
- Collect all the detailed data requested by the European Commission for the continuous reporting including the submission of deliverables;
- Coordinate the preparation of periodic reports;
- Make sure all legal and ethical obligations and principles are followed.

General Assembly

The General Assembly as the ultimate decision-making body of the consortium. 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.

Executive Board

The EB shall be responsible for the proper execution and implementation of the decisions of the General Assembly. The EB shall monitor the effective and efficient implementation of the Project. It is consisting of WP leaders, which shall report to and be accountable to the General Assembly. The EB shall collect information at least every 6 months on the progress of the Project and, if necessary, propose modifications of the Consortium Plan (Annex I Description of Action - DoA and Annex II Budget of the GA) to the General Assembly.

The EB shall:

- support the Coordinator in preparing meetings with the Granting 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 Granting Authority in respect of the procedures of the GA Article 17 and Annex 5 Section “Communication, Dissemination, Open Science and Visibility” and of Section 8 of the CA.

IPR and Exploitation Board

The IPEB will monitor and manage Foreground IPR and its dissemination and exploitation. Capturing results and managing their innovation potential is a key sub-task. This task also covers relationships to support innovation with relevant stakeholders beyond participant organisations (EC, projects or clusters, think tanks, industrial associations, standardisation bodies, etc.).

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The list of key exploitable results will be validated through a series of internal online workshops organised for each of the Work Packages and in cooperation with the IPEB experts. Within the workshops, partners will clarify whether each result will be disseminated or exploited, how they plan to disseminate/exploit the result, and who the expected users are. Exploitation will include identifying additional communities, networks, NGOs, impact investors (VCs) etc. that would be interested in the key exploitable results and developing specific actions with these actors to promote the uptake of these results. The implementation of exploitation activities will be monitored by the IPEB.
IPEB members will be appointed by the Executive Board based on suggestions coming from all partners at the kick-off meeting. The primary scope is to have exploitation and IPR experts from the partner organisations that will be sole or joint owners of the key exploitable results of BCOMING. Establishment of the IPEB shall be finalised by M6.

External Expert Advisory Board
An External Expert Advisory Board (EEAB) will be appointed and steered by the Executive Board. The EEAB shall assist and facilitate the decisions made by the General Assembly.

- Meetings: The EEAB will convene at least yearly through on-line Meetings and optimally participate in all project meetings (4) during the course of the project.
- Decision-making: Advisory capacity only.
- The Coordinator will ensure that a non-disclosure agreement is executed between all Parties and each EEAB member.

The Parties mandate the Coordinator to execute, in their name and on their behalf, a non-disclosure agreement (hereafter “NDA”) with each member of the EEAB, in order to protect Confidential Information disclosed by any of the Parties to any member of the EEAB, either directly or through the Coordinator in the case where the concerned Party gave to the Coordinator its prior written approval for such disclosure. For the avoidance of any doubt, the Coordinator shall have no liability whatsoever towards any Party as a result or in connection with the execution, performance, or breach of such NDA with any member of the EEAB.

Name of EEAB member	Organisation	LinkedIn
Sophie von Dobschuetz	WHO	https://www.linkedin.com/in/sophie-von-dobschuetz-ba693822/
Philippe Chardonnet	IUCN	
Emma Gardner	FAO	https://www.linkedin.com/in/emma-gardner-145b0a69/
André Furco	WOAH	https://www.linkedin.com/in/andre-furco-54090378/
TBC	KCBD	
TBC	Biodiversa+	

Project organisation

Roles in the project

Each work package has nominated a leader who is responsible together with the work package members for the deliverables and milestones for that work package and all other tasks. The work package leaders manage the day-to-day technical planning and work and have the final responsibility for the work package. Each work package leader is member of the Executive Board and will report on

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the progress of the work package every 6 months to the PCG and conform the formal reporting periods. Any circumstances which may require changes in the work package must be immediately reported to the PCG. The following tables contain the assigned members for the PCG and WP leadership.

Project Coordination Group	Email
PCG	coord@bcoming.eu
Coordinator – Julien Cappelle (CIRAD)	Julien.cappelle@cirad.fr
Co-coordinator – Gabriella Lovasz (EM)	gabriella.lovasz@europamedia.org
Coordination assistant, project manager – Carolina Balda (EM)	Carolina.balda@europamedia.org
Financial officer – Linda Mrasilevici (CIRAD)	linda.mrasilevici@cirad.fr
Ad-hoc members:	
Legal issues – Tetiana Kwan (CIRAD)	tetiana.kwan_tat@cirad.fr

Work Package Leaders

Work Package No	Work Package name	Lead Beneficiary	Contact person – WP leader Email list for EB: wpleaders@bcoming.eu
WP1	Management and coordination	1 - CIRAD	Julien Cappelle Julien.cappelle@cirad.fr Linda Mrasilevici linda.mrasilevici@cirad.fr
WP2	Characterization	10 - HZI	Fabian Leendertz Fabian.Leendertz@helmholtz-hzi.de Sebastian Calvignac-Spencer CalvignacS@rki.de
WP3	Risk assessment	5 - Avia-GIS	Guy Hendrickx ghendrickx@avia-gis.com Cedric Marsboom cmarsboom@avia-gis.com
WP4	Mechanisms of pathogen emergence in host communities	9 - UANTWERPEN	Herwig Leirs herwig.leirs@uantwerpen.be Vincent Sluydts vincent.sluydts@uantwerpen.be
WP5	Mitigation	13 - FFI	Angelique Todd angelique.todd@fauna-flora.org Pablo Sinovas pablo.sinovas@fauna-flora.org
WP6	Surveillance and early-warning	1 - CIRAD	Veronique Chevalier veronique.chevalier@cirad.fr
WP7	Stakeholder engagement	7 - MERFI	John Ward john.ward@merfi.org Alex Smajgl alex.smajgl@merfi.org
WP8	Dissemination, Exploitation and Communication	2 - EM	Gabriella Lovasz gabriella.lovasz@europamedia.org Evdokia Bairampa evdokia.bairampa@europamedia.org
WP9	Ethics requirements	1 - CIRAD	Julien Cappelle Julien.cappelle@cirad.fr

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Leading a work package is a role that is *both managerial and scientific*. **Work package leaders** are identified at the institutional level in the DoA, but the consortium allocates the role to a specified individual at the relevant institution. It includes the following responsibilities:

- Planning the workload
- Coordinating the division of labour among participants in the WP
- Monitoring the progress of activities
- Ensuring scientific quality in the tasks
- Overseeing the production of deliverables
- Quality-assuring the deliverables
- Ensuring the completion of deliverables according to the project schedule
- Informing the Coordinator of problems and delays

Task leaders

Each work package consists of a set of specific tasks, each of which has one leader. The task leader has the following responsibilities:

- Ensuring that tasks are completed on time and with the expected quality
- Coordinating, and working together with task contributors
- Reporting to work package leaders

Responsible partners for deliverables

All the person-months are allocated to tasks, but many of the tasks involve production of deliverables. One organisation is identified as the *deliverable leader* for each deliverable. Deliverable leaders take part in the task(s) producing the deliverables, but do not need to be task leaders. The deliverable leaders have the following responsibilities:

- Managing the division of tasks, contribution to deliverables
- Following the workflow towards submission of the deliverable (see D1.3 Quality Assurance Plan)

Meetings

Convening meetings:

The chairperson of a Consortium Body shall convene meetings of that Consortium Body.

	Ordinary meeting	**Extraordinary meeting**
General Assembly	At least once a year	At any time upon request of the Executive Board or 1/3 of the Members of the General Assembly
Executive Board	At least quarterly	At any time upon request of any Member of the Executive Board
PCG	Monthly	At any time upon request of any Member of the PCG
IPEB	At least quarterly after M12	N/A

Notice of a meeting:

The chairperson of a Consortium Body shall give written notice of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

	Ordinary meeting	**Extraordinary meeting**
General Assembly	45 calendar days	15 calendar days
Executive Board	14 calendar days	7 calendar days
PCG	3 calendar days	1 calendar day
IPEB	14 calendar days	N/A

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Sending the agenda

The chairperson of a Consortium Body shall prepare and send each Member of that Consortium Body an agenda no later than the minimum number of days preceding the meeting as indicated below.

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Executive Board	7 calendar days, 5 calendar days for an extraordinary meeting
PCG	N/A
IPEB	7 calendar days

Adding agenda items:

Any agenda item requiring a decision by the Members of a Consortium Body must be identified as such on the agenda.

Any Member of a Consortium Body may add an item to the original agenda by written notice to all of the other Members of that Consortium Body up to the minimum number of days preceding the meeting as indicated below.

General Assembly	14 calendar days, 7 calendar days for an extraordinary meeting
Executive Board	2 calendar days
PCG	N/A
IPEB	2 calendar days

During a meeting the Members of a Consortium Body present or represented can unanimously agree to add a new item to the original agenda. Meetings of each Consortium Body may also be held by tele- or videoconference, or other telecommunication means.

Meeting calendar August 2022 – July 2023

	M1	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	june	july
GA		x										
EB		x		x			x			x		
PCG	x	x	x	x	x	x	x	x	x	x	x	x
IPEB												

Work Plan (deliverables, milestones, etc)

The implementation of BCOMING work plan will be monitored through submission of deliverables, achievement of milestones and advancement in achieving KPI targets. This section thus includes the list of deliverables, milestones and KPIs. Monitoring will be supported by internal communication, meeting and reporting procedures. PCG created a detailed M1-M9 workplan with all tasks and deadlines listed and all responsibilities distributed. This plan will be discussed and approved during the kick-off meeting. We encourage all partners to refer to this document frequently (see attachment). M10-M18 work plan will be also prepared in M9 by the PCG – to be approved by the EB members.

The country/regional work organisation in Cambodia, West Africa and Guadeloupe and the local KPI achievement monitoring will be supported across the different work packages by the activity leaders – HZI (WP2); Avia-GIS (WP3-WP4 Data management); MERFI (WP5+WP6+WP7 – ChaRL + ABM). To set the procedures and tools specific workshops will be organised during the kick-off meeting.

To oversee the whole project, we recommend analysing the **Gantt chart** of BCOMING. See the file here

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LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)
Sensitive — limited under the conditions of the Grant Agreement
EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Project Handbook	WP1	2 - EM	R — Document, report	SEN - Sensitive	1
D1.2	Quality Assurance Plan	WP1	1 - CIRAD	R — Document, report	PU - Public	3
D1.3	IP note	WP1	2 - EM	R — Document, report	PU - Public	2
D1.4	Data Management Plan	WP1	1 - CIRAD	R — Document, report	PU - Public	6
D1.5	Final Data Management Plan	WP1	1 - CIRAD	R — Document, report	PU - Public	48
D1.6	Data Management Plan - First update	WP1	1 - CIRAD	R — Document, report	PU - Public	36
D2.1	Sampling strategy	WP2	3 - IRD	R — Document, report	PU - Public	6
D2.2	Sample list	WP2	3 - IRD	R — Document, report	PU - Public	24
D2.3	Antibody detection protocols	WP2	3 - IRD	R — Document, report	PU - Public	12
D2.4	Validated multiplex serological assays	WP2	3 - IRD	R — Document, report	PU - Public	35
D2.5	Report on standardised molecular assays	WP2	10 - HZI	R — Document, report	PU - Public	12
D2.6	Validated PCR and whole genome enrichment assays	WP2	10 - HZI	R — Document, report	PU - Public	38
D2.7	A species-specific rapid pathogen detection tool	WP2	12 - NM	OTHER	SEN - Sensitive	42
D2.8	Report on microbiomes analysis	WP2	8 - ULIEGE	R — Document, report	PU - Public	48
D2.9	Characterisation of viruses	WP2	6 - INRAE	R — Document, report	PU - Public	48
D3.1	Data assessment report	WP3	5 - Avia-GIS	R — Document, report	SEN - Sensitive	6
D3.2	Environmental risk factors in contrasted landscapes V1	WP3	5 - Avia-GIS	DATA — data sets, microdata, etc	SEN - Sensitive	24
D3.3	Environmental risk factors in contrasted landscapes V2	WP3	5 - Avia-GIS	DATA — data sets, microdata, etc	SEN - Sensitive	38
D3.4	Biodiversity assessment	WP3	12 - NM	DATA — data sets, microdata, etc	SEN - Sensitive	24
D3.5	Socio-economic risk factors	WP3	14 - IDE UK	DATA — data sets, microdata, etc	SEN - Sensitive	24
D3.6	Statistical modelling and Risk mapping	WP3	5 - Avia-GIS	R — Document, report	PU - Public	47
D4.1	HMSC modelling report V1	WP4	9 - UANTWERPEN	R — Document, report	PU - Public	36
D4.2	HMSC modelling report V2	WP4	9 - UANTWERPEN	R — Document, report	PU - Public	48
D4.3	Mechanistic modelling report V1	WP4	1 - CIRAD	R — Document, report	PU - Public	26
D4.4	Mechanistic modelling report V2	WP4	1 - CIRAD	R — Document, report	PU - Public	48
D4.5	Phylodynamics report	WP4	6 - INRAE	R — Document, report	PU - Public	47
D5.1	A spatially explicit agent-based model V1	WP5	7 - MERFI	OTHER	SEN - Sensitive	24

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Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D5.2	A spatially explicit agent-based model V2	WP5	7 - MERFI	OTHER	SEN - Sensitive	36
D5.3	Report on randomised household livelihood surveys V1	WP5	7 - MERFI	R — Document, report	SEN - Sensitive	14
D5.4	Report on randomised household livelihood surveys V2	WP5	7 - MERFI	R — Document, report	SEN - Sensitive	36
D5.5	Report on analysing ABM findings	WP5	7 - MERFI	R — Document, report	PU - Public	42
D5.6	Best practice forest/cave use guidelines	WP5	13 - FFI	DEC —Websites, patent filings, videos, etc	PU - Public	47
D5.7	Cave sustainable financing mechanisms	WP5	13 - FFI	R — Document, report	PU - Public	47
D5.8	Conservation strategies	WP5	13 - FFI	R — Document, report	PU - Public	48
D6.1	Evaluation report of current surveillance systems	WP6	1 - CIRAD	R — Document, report	PU - Public	18
D6.2	Stakeholder maps and analysis report	WP6	1 - CIRAD	R — Document, report	PU - Public	24
D6.3	Report on perceptions interactions	WP6	14 - IDE UK	R — Document, report	PU - Public	24
D6.4	New design of OH surveillance system	WP6	1 - CIRAD	DEM — Demonstrator, pilot, prototype	PU - Public	36
D6.5	Field validation of the optimal surveillance strategies	WP6	1 - CIRAD	R — Document, report	PU - Public	45
D7.1	Stakeholder case study site description	WP7	7 - MERFI	R — Document, report	PU - Public	17
D7.2	Visions, beliefs and values	WP7	7 - MERFI	R — Document, report	PU - Public	20
D7.3	A priori testing of zoonotic mitigation solution	WP7	7 - MERFI	R — Document, report	PU - Public	30
D7.4	Report on One Health Systems Learning	WP7	7 - MERFI	R — Document, report	PU - Public	39
D7.5	Facilitated workshop series	WP7	7 - MERFI	OTHER	PU - Public	45
D8.1	D&E&C Plan	WP8	2 - EM	R — Document, report	PU - Public	6
D8.2	Updated DEC plan	WP8	2 - EM	R — Document, report	PU - Public	30
D8.3	Signed MoUs	WP8	2 - EM	R — Document, report	PU - Public	48
D8.4	Report on Scientific publications and scientific advancement	WP8	1 - CIRAD	R — Document, report	PU - Public	48
D8.5	Policy brief 1	WP8	2 - EM	R — Document, report	PU - Public	24
D8.6	Policy brief 2	WP8	2 - EM	R — Document, report	PU - Public	48
D8.7	Final DEC Plan	WP8	2 - EM	R — Document, report	PU - Public	48
D9.1	H - Requirement No. 1	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	5
D9.2	HCT - Requirement No. 2	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	5
D9.3	POPD - Requirement No. 3	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	1
D9.4	A - Requirement No. 4	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	5
D9.5	NEC - Requirement No. 5	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	5
D9.6	EPQ - Requirement No. 6	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	3
D9.7	OEI - Requirement No. 7	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	3
D9.8	OEI - Requirement No. 8	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	6
D9.9	OEI - Requirement No. 9	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	18
D9.10	OEI - Requirement No. 10	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	36
D9.11	OEI - Requirement No. 11	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	48
D9.12	HCT - Requirement No. 12	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	24
D9.13	NEC - Requirement No. 13	WP9	1 - CIRAD	ETHICS	SEN - Sensitive	24

This project has received funding from the European Union's research and innovation programme under grant agreement No 101059483.

LIST OF MILESTONES

Milestones

Grant Preparation (Milestones screen) — Enter the info.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	Sampling strategy completed	WP2	3-IRD	Strategy approved by the project board	6
2	Critical mass of relevant stakeholders identified for the CHaRL process at each study site	WP5, WP7, WP6	7-MERFI	List of stakeholders	12
3	Key CRISPR probes identified for 5 target pathogens	WP2	10-HZI	Internal report	15
4	Database design (harmonisation)	WP5, WP7, WP4, WP6, WP3	5-Avia-GIS	Interoperable data	16
5	Environmental indicators available	WP5, WP7, WP4, WP6, WP3	5-Avia-GIS	Spatial dataset	22
6	ABM models drafted	WP5, WP7	7-MERFI	Co-designed ABM model - approved by WP5 and WP7 leaders	24
7	Biological samples and data on risk factors collected	WP2, WP3	3-IRD	Samples collected and preserved, dataset archived	24
8	Mechanistic models designed	WP4	1-CIRAD	Predictive statistical and mathematical models which contribute to decision-making	30
9	Co-constructed surveillance systems	WP6	1-CIRAD	Surveillance systems validated in all sites	36
10	5 MoUs signed	WP8	2-EM	MoUs	40
11	Completed workshop series	WP5, WP7	7-MERFI	Workshop reports approved	42
12	Conservation strategies agreed with the stakeholders for Guinea and Cambodia	WP5, WP7	1-CIRAD	Workshop report approved	42

LIST OF CRITICAL RISKS

Critical risks & risk management strategy

Grant Preparation (Critical Risks screen) — Enter the info.

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	Stakeholder engagement not adequate	WP5, WP2, WP7, WP4, WP6, WP1, WP3, WP8	The participatory approach is key, thus partners will invest extra efforts and collaborate with other project networks to ensure inclusive engagement and feedback: promote village level incentives introduced during livelihood surveys
2	Wrong or inadequate quantity or quality of data	WP4	Adjust sampling design of WP2, add data from studies outside the BCOMING target areas; use more of existing datasets
3	Risks related to COVID-19 pandemic response	WP5, WP2, WP7, WP4, WP6, WP1, WP3, WP8	Stakeholder engagement plans will be adjusted, if necessary, to reflect the impacts of COVID-19. Remote communication via electronic means may be increasingly used to adjust to the emerging pandemic conditions. Mitigate this risk by relying on the project's extensive networks to update its situational and contextual awareness; and avoiding COVID-19 hotspots.
4	Climate risks including incorrect assumptions regarding future climate change trajectories	WP5, WP7, WP3	Historical, current and future projected changes in climate will be incorporated as an integral part of the planned assessments and management plans in the project. Asymmetric adaptive capacities between the two countries will be considered when devising strategies to manage climate risks
5	Demonstration projects fail for future climate conditions	WP5, WP7, WP3	The demonstration projects will be assessed against the backdrop of a wide range of climate change scenarios and safeguards will be applied.
6	Lack of sustained (political) support. Low trust	WP7, WP1	Mitigation through the implementation of a participatory process that belongs to no one single stakeholder and is generally impervious to strategic interests.
7	No meaningful integration of the marginalised households depending on biodiversity and agriculture	WP7	The project will follow the Free Prior and Informed Consent methodology to inform communities about the aims of the project and obtain their approval to participate. Reference will be made to livelihood surveys to identify vulnerable households and co-design of objectives.
8	Project team attrition and turnover	WP5, WP2, WP7, WP4, WP6, WP1, WP3, WP8	Working with institutions with which programme staff has already been working for a long time. This risk will be further mitigated through sustained capacity-building and training programmes with national partners and agencies.

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KPIs to monitor by work package

WP	Indicator	Target	Responsible
WP1	Monthly PCG meetings are held	At least 10 in a year	EM
	Advisory Board meetings are organised	At least 2 in a year	CIRAD
	GA meetings are held	Once a year	PCG
	EB meetings are held	Quarterly – according to meeting plan	PCG
	Quality assurance plan done	M3 done	CIRAD
	EC official reports submitted	M20; M38; M50	CIRAD
	IP note is monitored	Quarterly after M18	EM
WP2	Deliverables submitted	M6; M12; M24; M35; M38; M42; M48	IRD; HZI; ULIEGE
	Sampling achieves critical number of samples	2000-5000	IRD
	detection tools for antibody and pathogen screening	2	NM
	rapid in-field detection tool	1	NM
	TRL improvement of the rapid in-field detection tool	TRL 5-6	NM
WP3	Scientific articles	4+	WP3 partners
	Deliverables		
WP4	Scientific articles	4+	WP4 partners
	Deliverables		
WP5	Scientific articles	2+	WP5 partners
	Site-specific ABMs	7	FFI and MERFI
	Co-constructed biodiversity strategies	4	FFI
WP6	Scientific articles	4+	WP6 partners
	Use of integrated surveillance system in biodiversity hotspot regions outside BCOMING	5	CIRAD
WP7	Scientific articles	2+	WP7 partners
	ChaRL case study sites	3	MERFI
WP8	IPEB discussions are held	M24; M28; M30	EM
	See KPIs in communication and dissemination (Link)	several	EM
WP9	Ethical checks are done by external experts	In each reporting period	CIRAD

Internal communication

Procedures, tools, timeline

When sending emails, it should be remembered that many people may be working on a number of different projects and are likely to receive numerous emails every day. This can make it difficult to quickly recognise the significance of an email. Therefore, project related emails should always include in the subject title ‘BCOMING’ followed by a more specific description of the subject.

[e.g. Subject: BCOMING: Sample strategy draft – Give Feedback by XY MM YYYY]

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Furthermore, it is advised to copy the coordinator in all strategic email communication. There are specific e-mail lists created for all project partners bcoming@europamedia.org and specifically for work packages (wp1@bcoming.eu wp2@bcoming.eu etc.). There is a specific e-mail created in case all coordination group members need to be achieved: coord@bcoming.eu A specific e-mail has been created for the EM comm team to make sure all relevant receive any information related to communication, dissemination and exploitation. comm@bcoming.eu – this e-mail address will be used also by external interested parties. All the contact details of all partners and mailing list members can be found on the Projects' SharePoint site in the Master Excel (Link).

The wpleaders@bcoming.eu e-mail list involves all appointed WP leaders and their co-leaders. When Executive Board issues need to be discussed or meetings set up, this e-mail address can be used to easily inform all WP leaders.

The advisory board when finalised will also have a mailing address: eeab@bcoming.eu that will be used to keep all members updated on news in BCOMING.

During the proposal writing phase a specific Zoom account was used where meetings were held with CIRAD. The same account shall be used when joining meetings where CIRAD and Julien Cappelle sets up the meetings. Click here for this Zoom link Otherwise Zoom, Teams will be used as key channels for organising online meeting and calls. When WP leaders set their online meetings, the WP members will decide which platform will be the most suitable for them to be used. WP leaders will organise WP meetings whenever required useful or necessary. Cross-WP meetings will be organised when useful or necessary following the rules and procedures set for the Executive Board (see section Meetings).
During the kick-off meeting partners agreed on all communication platforms that could be used, and finally Teams and Zoom were only selected.

In case a question should be raised on a specific matter or a discussion organised ad-hoc on an issue relevant for more partners, please use the following simple system.

Issue/Topic	Who to contact	How and when
Administrative, legal, financial matters	First contact PCG then PCG will inform all WP1 contacts	coord@bcoming.eu
Decision-making		wpleaders@bcoming.eu
Scientific/Technical issues	Please contact your WP leader copying Julien Cappelle – then WP leader should contact all in the WP	See WP leader contacts
Dissemination, communication, exploitation	Please contact the COMM team first, they will inform all needed in WP8 or beyond If the press, media or any other external stakeholder would like to get in touch with BCOMING, they should be referred to the same e-mail address	comm@bcoming.eu
Regional issue	Please inform all relevant local partners: Cambodia contacts West Africa contacts Guadeloupe contacts	To be finalised after the kick-off meeting
None of the above	Please contact PCG, we will help	coord@bcoming.eu

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Information and documentation management

Access to all project information

SharePoint folder of Europa Media (hosted by EMG Group for the guests) is used to store all documents, files related to the implementation of BCOMING except the data. The data management platform for BCOMING will be set up by CIRAD (ALFRESCO).
The SharePoint folder is accessible only by users added to the BCOMING Teams channel and the folder. Please check the Master Excel to see if permission has been given to you and your colleagues who need it. Would you have problems accessing, please refer to the kick-off ppt on WP1 or contact carolina.balda@europamedia.org for technical support.

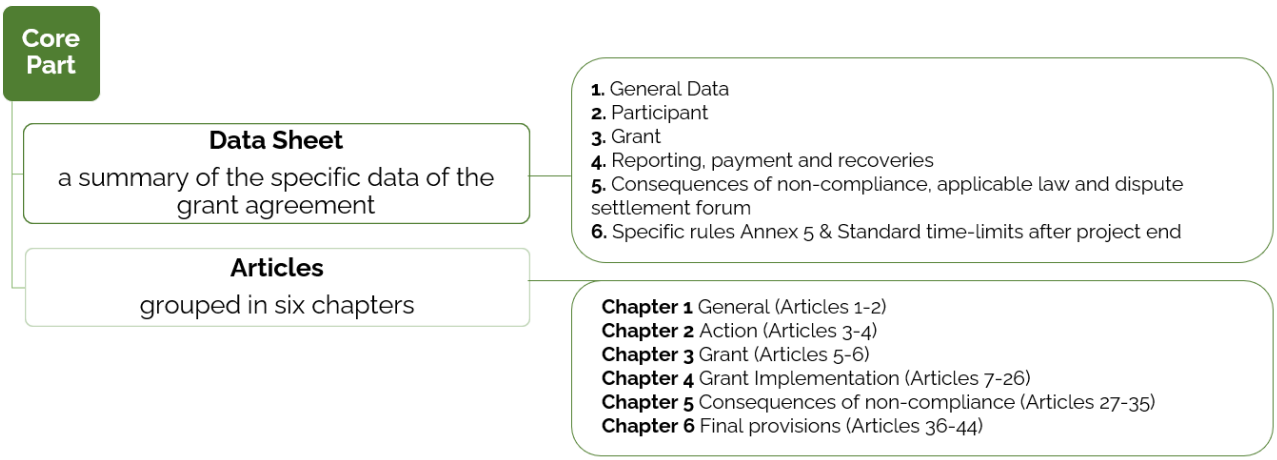
During the kick-off meeting partners agreed on all management platforms that will be used. Finally Trello, Teams and SharePoint were selected.

Contractual and management documents

The Grant Agreement (GA) is a legally binding framework for project implementation. The GA is signed between the beneficiaries and the European Commission, or an Executive Agency of the EC and it establishes the main rights & obligations of participants towards the European Commission. The GA is not signed by the three Associated Partners of BCOMING.
The GA has a new, clearer structure, applicable to several EU funding programmes.
The model documents to any project are downloadable from the Reference Documents page of the Funding and Tenders Portal.

- General Model Grant Agreement (15 April, 2021)
- Annotated Model Grant Agreement (pre-draft, update Nov 30, 2021)

This graph below introduces the key structure of the model Grant Agreement. The Data Sheet contains all key data about the project. Chapter 3 includes information related to the grant and eligibility of the costs, budget transfers, etc. Chapter 4 should be highlighted as this contains rules for implementation – all obligations related to deliverable submission, reporting, archiving etc. with a non-compliance sub-article included. This leads us to Chapter 5 that explains the consequences of not complying with these obligations – such as rejecting costs, reducing the grant, suspending or terminating the project, even issuing penalties.



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The Annex 5 has specific rules set for Horizon Europe including:

- Security (Article 13)
- Ethics (i.e. research integrity) (Article 14)
- Values (i.e. gender mainstreaming) (Article 14)
- IPR (Article 16)
- Communication, Dissemination, Open Science and Visibility (Article 17)
- Specific rules for carrying out the action (Article 18)
- recruitment and working conditions

We selected a few key articles from AGA all BCOMING partners receiving EU funding and signing the GA should read and be aware of. See the last section in the Handbook.

The BCOMING Grant Agreement is saved on the Sharepoint (download here) and under the GAP section of the project management section on the Funding and Tenders portal. (Link – if you are logged in with your EU login).

The BCOMING Consortium Agreement has been signed by all parties, full and associated partners. This is a civil contract that establishes the internal decision-making and management procedures, the arrangements regarding the Intellectual Property (IP) related rights and obligations, as well as other arrangements that are not defined in the EC Grant Agreement. BCOMING has been using the DESCA consortium agreement template for horizon Europe that is the most used CA template. It is flexible and was adjusted to the specific needs of the BCOMING project and its partners. You will find extracts from the CA in different sections of this Handbook.

Management files

There are management files saved in the BCOMING SharePoint folder, that will facilitate the implementation of the project from a technical, financial and administrative perspective. As this Handbook discusses, a set of user-friendly guidelines, templates and excerpts of official documentation is made available for the BCOMING partners with regards to various processes such as internal communication, meeting organisation, financial administration and reporting.
The following tools will be included in the management files (always the latest updated versions), which is accessible by all the partners:

» Grant Agreement (link)

» Consortium Agreement (link)

» Work Plan for 9 months

» Templates

» Minutes of all meetings

» Contact list (Master Excel)

» Detailed Budget

» Other tools as needed

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Guidance and support from the European Commission

In many cases, especially for beginners with Horizon Europe, it is useful to refer to official EC guidance pages. The following resources are particularly useful for support staff in HE projects but may at times be relevant for researchers.

Annotated Model Grant Agreement

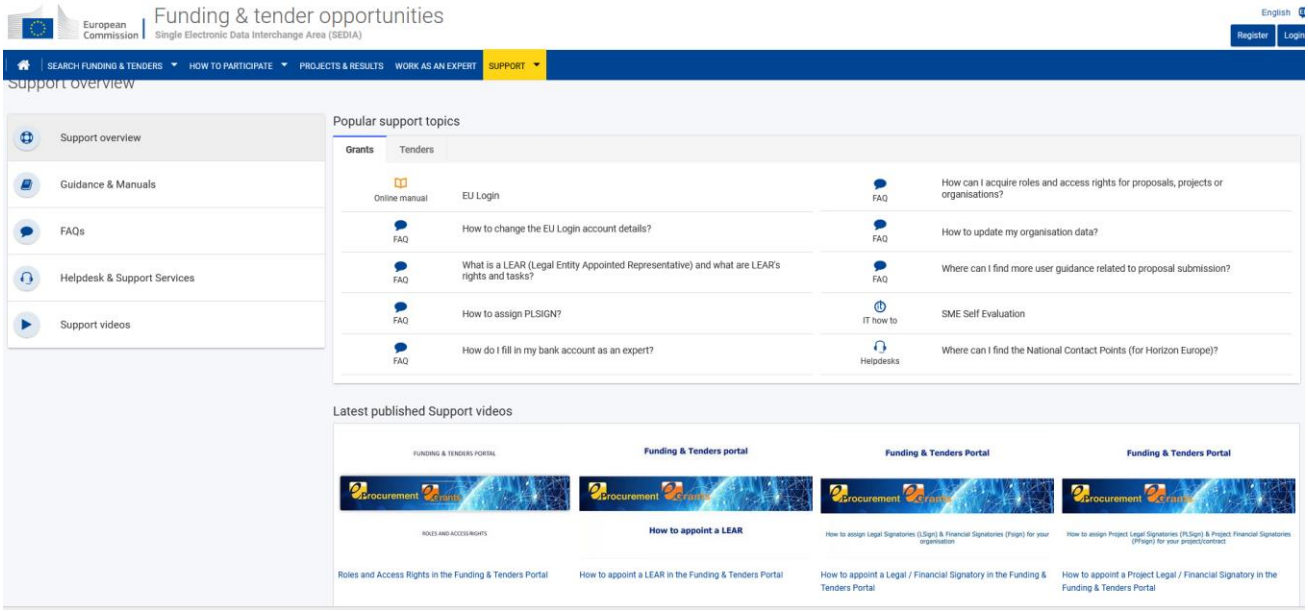
The European Commission offers a user guide, the Annotated Model Grant Agreement (AGA), aiming to help understand and interpret the Grant Agreement. The AGA also helps finding answers about practical questions. Note that the AGA may get updated, so it is important to find it online, and not to refer to a copy saved on a computer. Simply google 'Annotated Model Grant Agreement (AGA)' for finding the latest version.

Funding and Tenders portal

On the Funding and Tenders portal you may find the Support menu which can guide you through some important rules, procedures and steps.

The Online Manual e.g. is a step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

The IT How to is an IT support guide with step-by-step walkthroughs and videos.



If you need specific support, the following Helpdesk & Support Services contacts may get useful:

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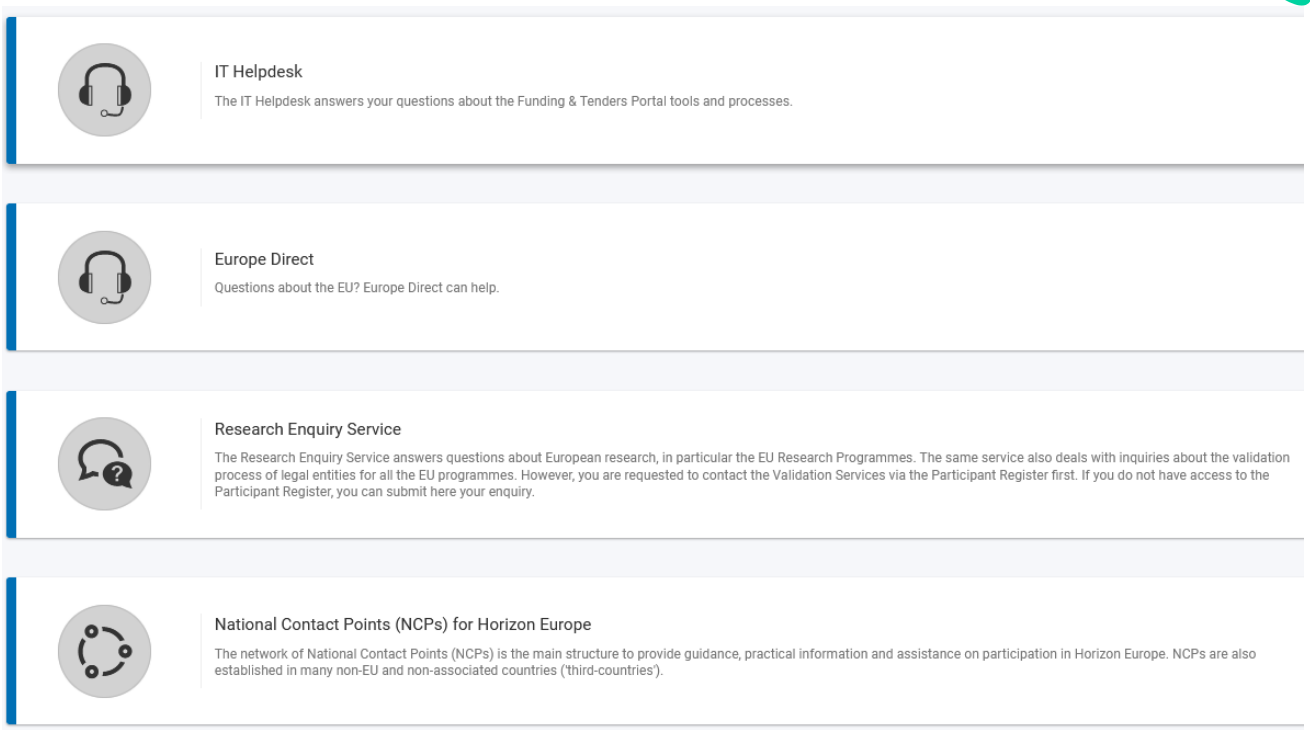

On a national level the last helpdesk on the list, the NCPs for Horizon Europe may provide you with tailored help.
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/ncp

Partners, contact people – BCOMING Master excel

Master Excel

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation to prove the proper implementation of the action and the declared costs to be eligible. The documents need to be the original documents. Digital and digitalised documents are accepted if national law accepts these documents as originals.

The partners must keep the records and documentation according to their usual cost accounting practices and internal control procedures. There must be a track between the amounts declared, the amounts recorded in accounts and the amounts stated in the supporting documentation (audit trail).

Risk management

Besides the risks listed in the GA that will be monitored continuously and will be reported on during under the Continuous Reporting section, the M1-M9 work plan will include a relevant, up-to-date risk register that WP leaders will identify and will suggest monitoring procedures for. The first risk register will be agreed on at the kick-off meeting.

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An example for the risk register is included below:

	Risk Description	Probability	Impact	Prevention and Mitigation
		WP8 Risks		
1	*The kick-off meeting social media posts and the press release do not generate 100+ followers*	*15%*	*Low*	*Social media adverts will be paid, more influencers will be contacted*
2				

Reporting

Internal reporting (tasks, dissemination, exploitation, communication)

To ensure good monitoring of the project, the PCG is asking each beneficiary partner to follow the reporting procedure:

- Report the staff effort allocated to BCOMING on regular basis,
- Fill in the financial reporting tables (internal on a regular basis and periodic to EC according to GA)
- Provide information on the completed scientific and technical activities no later than 15 days after the end of each reporting period to prepare the relevant cost statement (internal and periodic reports),
- Fill in the tables on reporting dissemination, communication and exploitation actions on a 3-monthly basis and make available to WP8 leader.

PCG made available the necessary report templates to all partners – available on SharePoint folder and in the Annex. Partners will have to complete the information requested by the PCG and respect deadlines to avoid any delays in the sending of the reports.
The objective of the internal reporting is to monitor technical progress and budget spending. It will contain a summary of the technical work completed as well as a brief explanation for any deviations from the Description of the Action (DoA). The technical report contains two sections – the first refers to all partner individual activities, the second is filled in by the task and work package leaders focusing on achievements and results. Work package leaders are overall responsible to gather all information about the technical progress in their work package from their task leaders and compile a WP report before sending it to the coordinator. The financial report will be filled in by all partners in an excel template. This financial overview provides the coordinator with valuable information needed for financial reporting and monitoring.

Associated partners, FFI, NM, IDE UK are asked to share the UKRI technical and financial reports with the PCG according to the UKRI reporting schedule. Dissemination-Exploitation-Communication related reports are to be filled in by the associated partners on a quarterly basis using the BCOMING template.

EC reporting

The Coordinator, on behalf of the Consortium, must submit to the Commission, by electronic means following the end of each reporting period, a periodic report containing an overview of the activities carried out by the Consortium during that period, a description of progress towards the objectives of the project, towards the milestones and deliverables foreseen, the identification of any problem encountered and corrective action taken, all the financial and human resources data used by each partner and the overall

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consortium to deliver the project outputs for the reporting period. This will provide the basis for allocating the EU contributions amongst the partners, if any.
A periodic financial report (Financial Statement) must also be delivered as part of the periodic reporting documents, and which shall meet the agreement of the partners.
A justification of the resources deployed by each Partner must be prepared as well, linking the expenses to activities implemented and justifying their necessity. Partners must identify all the resources employed on the project and provide a global estimate of all their costs.
All these reports must be made accessible, at least in electronic format, to all partners at least 10 working days before they are transmitted to the Commission.
The Coordinator, on behalf of the Consortium, must submit to the Commission, by electronic means, following the end of the last reporting period the final report covering all work, objectives, results and conclusions, and the final plan for using and disseminating the knowledge, including a summary of all these aspects, a filled social questionnaire of all the Partners in an aggregate form covering the entire duration of the project based on the information provided by each Partner.

Extract from the Online Manual

To receive payments, the consortium must submit periodic reports (following the schedule set out in the Grant Agreement). When these are due, they must be submitted directly in the Periodic Reporting Module of the Portal Grant Management System.
*Access to the Grant Management System is available through **My Projects > Actions > Manage Project > Periodic Reporting***
The periodic report should be prepared by the consortium participants together and submitted by the Coordinator. In the periodic report, you should report on the progress of the work and costs claimed. When the Coordinator submits the periodic report, the IT tool will capture the information from the Continuous Reporting Module to generate the Part A of the Technical Report. The system will also consolidate the Individual Financial Statements and it will generate the use of resources report (if required) and the Summary Financial Statements (for the consortium).
*The **periodic report** consists of two parts, the Technical Report and Financial Report.*
*The **Technical Report** is itself also divided in two parts, Parts A and B:*

- *Part A: contains the structured tables with project information (retrieved from the Grant Management System – the Continuous Reporting section).*
- *Part B (the narrative part): mirrors the application form and requires the participants to report on differences (delays, work not implemented, new subcontracts, budget overruns etc.) It must be uploaded as PDF document.*

*The **Financial Report** consists of the structured individual and consolidated Financial Statements (retrieved from the Grant Management System). In addition, most programmes require either a detailed cost reporting table (Excel table) or the use of resources report (online wizard) and, for payments above a certain thresholds[1], a certificate on the financial statements (CFS).*
The technical report Part A and the financial report is generated automatically on the basis of the data in the Grant Management System; Part B needs to be prepared outside the tools (using the template downloaded from the system) and then uploaded as PDF (together with Annexes, if any).
All participants should contribute to the parts, but it is the Coordinator who will have to submit them as a single report.

The PCG will:

- Check that the Continuous Reporting Module is updated
- Check that all participants have submitted their Financial Statements (and CFS, if needed)

[1] The threshold for CFS audits in Horizon Europe is of 430.000€

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- Check that the Report is coherent and that information in Part A and B is consistent. Make sure that the template has been followed and all sections are completed, and no annexes are missing.

Reporting calendar

Report	Period covered	Template	Internal Deadline	EC deadline
Internal DEC report	M1-M3	Excel DEC report	14th November 2022	n.a
Internal DEC report	M4-M6	Excel DEC report	Febr 2023	n.a
Internal progress report	M1-M9		May 2023	n.a
Internal DEC report	M7-M9	Excel DEC report	May 2023	n.a
Internal DEC report	M10-M12	Excel DEC report	September 2023	n.a
Internal DEC report	M13-M15	Excel DEC report	November 2023	n.a
Official EC report	**M1-M18**	**Technical and financial reporting on the portal**	**End of M19 – February 2024**	**End of M20**
Internal DEC report	M16-M18	Excel DEC report	February 2024	n.a
Internal DEC report	M19-M21	Excel DEC report	May 2024	n.a
Internal DEC report	M22-M24	Excel DEC report	Sept 2024	n.a
Internal progress report	M18-M27		November 2024	n.a
Internal DEC report	M25-M27	Excel DEC report	November 2024	n.a
Internal DEC report	M28-M30	Excel DEC report	February 2025	n.a
Internal DEC report	M31-M33	Excel DEC report	May 2025	n.a
Official EC report	**M19-M36**	**Technical and financial reporting on the portal**	**End of M37 July-August 2025**	**End of M38**
Internal DEC report	M37-M39	Excel DEC report	November 2025	n.a
Internal DEC report	M40-M42	Excel DEC report	February 2026	n.a
Internal progress report	M37-M42	Internal progress report	February 2026	n.a
Internal DEC report	M43-M45	Excel DEC report	May 2026	n.a
Official EC report	**M37-M48**	**Technical and financial reporting on the portal**	**End of M49 July-August 2026**	**End of M50**

Financial procedures

Budget monitoring

The PCG will be regularly monitoring the budget spending based on submitted reports. The budget monitoring table will be regularly updated and saved in the SharePoint folder.

Financial reporting

The financial reporting table will be sent to all partners according to the timeline included in the previous section. EM will be giving instructions and each partner will receive a tailored report template updated with their own previously reported data. A general template is saved in the SharePoint.

Budget transfer

With the consent of the General Assembly a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment (see GA Article 5.5) if it does not imply a substantial change to the action as described in the Grant Agreement. All other

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re-allocations of budget items need to be discussed with the coordinator to decide whether to apply for an amendment to the Grant Agreement.
The maximum grant amount (see GA Article 5.2 and Data Sheet) can however NEVER be increased.

Payments

The following payments are foreseen:

1. Pre-financing at the start of the project (53,33% minus the 5% to the Mutual Insurance Mechanism);

2. First Interim payments following the approval of periodic report covering M1-M18;

3. Second Interim payments following the approval of periodic report covering M19-M36 with a limitation of 85% of the EU contribution set in Annex 2 of the GA (the budget/partner organisation);

3. Final payment following the approval of final periodic report of M37-M48 and the final report.

The final payment consists of the difference between the calculated the European Union contribution (based on the eligible costs) minus the amounts already paid.

The coordinator is responsible for timely forwarding the payments to the partners (in principle within 30 days from receiving the payment from the EC). In no case will the total amount of funding to be paid to the Parties exceed the funding received by the Coordinator from the Funding Authority.

The Coordinator is entitled to withhold any payments due to a Party identified by the General Assembly to be in breach of its obligations under this Consortium Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Consortium Agreement.

The Coordinator is entitled to recover any payments already paid to a Defaulting Party except the costs already claimed by the Defaulting Party and accepted by the Granting Authority. The Coordinator is equally entitled to withhold payments to a Party when this is suggested by or agreed with the Granting Authority.

Data management

A Data Management Plan (DMP, M6, updated regularly) will be developed describing the data management life cycle for all datasets that will be collected, processed or generated by the research project. CIRAD will be responsible for the creation and maintenance of the DMP. Ethical management and guideline preparation will be ensured. Open science practice application will be monitored.

The data management plan will formalise the identification, description, and measures taken to protect the produced and reused datasets, including as regards to their origin, sharing, and publication, which will cover these subjects as regards personal data. This data management plan will be approved prior to the start of the personal data collection activities.

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Dissemination, Communication and Exploitation

In WP8 Europa Media will deliver a Strategy and action plan for dissemination, exploitation, and communication (DEC) by M6. The updated plan will be available by M30 and a final plan describing the activities for 4 years after the end of the project by M48.

The action plan will be available for all partners on Teams and SharePoint folders. Partners will assign communication contacts in the Master excel who will be exchanging data and information on a regular basis with WP8 members. Reporting on dissemination, communication and exploitation activities will be part of the internal reporting process and monitored quarterly.

The list of exploitable results (see DoA) will be validated through a series of internal online workshops organised for each of the Work Packages and in cooperation with the IPEB experts. Within the workshops, partners will clarify whether each result will be disseminated or exploited, how they plan to disseminate/exploit the result, and who the expected users are. Exploitation will include identifying additional communities, networks, NGOs, impact investors (VCs) etc. that would be interested in the key exploitable results and developing specific actions with these actors to promote the uptake of these results. Based on these workshops, the DEC (M6) will be updated by M30. The implementation of exploitation activities will be monitored by the IPEB, and a final DEC Plan will be submitted in M48 by EM. Special focus will be given to

- transferability of conservation strategies and the ABM model to other tropical hotspots;
- policy recommendations to be used to adapt global biodiversity agenda;
- digital risk mapping and forecasting tools; as well as
- pathogen detection tools to be used on the market and by the scientific community.

IP agreements are to be developed and signed based on fair and reasonable conditions.

Impact monitoring

KPIs from the GA

The main KPIs are related to the overall specific objectives of BCOMING. As a reminder, the specific objectives are the following:

1. SO1: Improve our understanding of the influence of biodiversity and other factors on microbiome structure and zoonotic risks (WP2, WP3, WP4)
2. SO2: Improve capacities to detect emergences and create new solutions for early and rapid pathogen detection and characterisation (WP2)
3. SO3: Ensure stakeholder engagement and develop participatory processes to support the design, spread and application of novel solutions to prevent pandemics (WP7)
4. SO4: Develop agent-based models (ABMs) to facilitate the design and ex-ante testing of biodiversity-friendly sustainable socio-ecosystems with reduced zoonotic risk, integrating sustainable prevention and mitigation measures (WP4, WP5, WP7)
5. SO5: Develop cost-efficient zoonotic risk assessment and surveillance systems based on user needs and host ecology (WP4, WP6, WP7)

And the indicators linked:

1. SO1: **Measurable through** high impact publications and other scientific communications (15+).

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2. SO2: **Measurable through** documented technology readiness level (TRL) improvements from TRL2-3 to TRL 5-6 (it has not been prototyped as a field detection tool, but it has been prototyped for COVID in humans. Thus, it is a proof of concept that will work. BCOMING will test it in the field.)
3. SO3: **Measurable through** the shared visions designed by the stakeholders through the ChaRL participatory process, typically comprised of 3 futures: most probable, most desirable and most undesirable. These are quantified through priority drivers of change and indicators to monitor the future.
4. SO4: **Measurable through** the number of biodiversity conservation strategies agreed by stakeholders at the end of the project (ex. livelihoods, cave lighting, guidelines), and documented improvement of ABMs SRL.
5. SO5: **Measurable through** the improvement of key indicators (sensitivity and specificity of the surveillance systems) and the endorsement by local and national authorities.

The second set of KPIs to monitor are linked to the key results of BCOMING.

Result	*Indicator*
A **coherent and consistent biological sampling strategy**	A standardised database of biological samples and associated risk factors; around 15 scientific publications, including 30% methodological (e.g. proof-of-principle tool), 30% pathogen-specific, 30% addressing our overarching questions, and 10% position/perspective/review papers; and increased epidemiological knowledge used by OIE and WHO and relevant authorities in at least 4 countries on three continents. More than 5000 biological samples will be stored in biobanks, and genetic sequences will be stored in open repositories. Consequently, the burden of emerging zoonotic diseases in the human and animal population will be reduced. There is also an ambition is to contribute to the international biodiversity agenda
Innovative **spatio-temporal and mechanistic models**	At least 5 scientific publications (some publications on these topics may be finalised just after the funding period); mechanistic and risk mapping models (WP4); reduced costs allocated for response actions as prevention becomes more cost-effective; and improved risk assessment and mapping tools – guidelines for authorities and agents.
well assessed pathogen detection tools and a rapid on-site detection tool (portable testing kit)	2 detection tools for antibody and pathogen screening (WP2); 1 rapid in-field detection tool (WP2). The **average price** of a laboratory test is currently €100. NM estimates the cost of the single-species identification tools developed here to initially cost around €20-35, but economies of scale and continued research technology adaptations are expected to bring the tool within reach of low/middle income countries within 5 years following project completion. **Target sensitivity:** 96% (current efficiency for COVID reached 100% for reactivity – no false positives – and 88-96% for sensitivity – 4-12% are false negatives). This is key, as antibody tests have issues with cross-reactivity and return a percentage of false positives. In comparison, the current lateral flow COVID tests are 99% efficient for reactivity (1% are false positives) and 72% efficient for sensitivity (28% are false negatives).
CHaRL based **participatory approach**	CHaRL process report (WP7), Shared vision and participatory indicators to monitor the future in two pilot regions; the set of ABM tested surveillance actions (6 case study sites) that align with

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	desirable future states, including improved livelihoods and are based on One Health systems thinking and nature-based solutions.
Site-specific and landscape level **decision support tools (agent-based models)**	Site-specific ABM models (WP5) – SRLs for site specific ABMs improve from 3 to 9; SRL for landscape level ABM improves from 6 to 9 (as it builds on existing but not public health focused model). Report of ABM based assessments of intervention options completed and presented to stakeholders. ABM tools accessed and used by the six target communities. The regional level ABM in Cambodia and the proximity of the 3 Guinea sites, makes diffusion of the One Health surveillance schemes across non-BCOMING communities and decision makers more likely, expressed as provincial level nature-based solutions developed and deployed.
Co-constructed biodiversity conservation strategies	At least four strategies developed with participatory approaches in two regions; At least four tested strategies (forest guidelines, livelihoods, guano collection and cave zoning/cave management) taken up by project participants in 2 regions; Replication of actions across at-risk forest and cave ecosystems within and outside of targeted regions – 1 specific guideline.
Co-constructed integrated surveillance systems	1 integrated system with different modules (participatory event-based surveillance (both in humans and animals); targeting wildlife; early-warning system in water/ environment; improved sensitivity and specificity of the surveillance systems compared to the assessed baseline; use in 5 biodiversity hotspots outside BCOMING within 3-5 years after the end of the project; and return of investment in prevention with improved surveillance systems.

The third list of KPIs are relevant in dissemination and communication actions.

Dissemination and communication KPIs

- Minimum of 10,000 unique website visitors; 1,000 social media followers; Minimum 10 appearances in national, regional or international TV/radio/newspapers.
- 15+ events; 10+ publications in international journals and conferences.
- Minimum 4 data exchange agreements; 8 collaboration agreements including with the Knowledge Centre for Biodiversity, Biodiversity Partnership and Prezode; and 4 joint campaigns.
- 10+ discussions and presentations in Europe and 5+ in tropical hotspot areas. 5+ attendances in events addressing tropical hotspot development.
- 5+ appearances in local newspapers, magazines; 5+ joint social media campaigns with local NGOs, and collaboration with local leaders and influencers.

Relevant procedures from the Consortium Agreement

extracts from the Consortium Agreement

Responsibilities of the Parties

Each Party undertakes to take part in the efficient implementation of the Project, and to cooperate, *perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement and this Consortium Agreement as may be reasonably required from it and in a manner of good faith as prescribed by Belgian law. Parties must implement the Action and Project as specified in the Description of the Action (DoA) part A and B and in compliance with the provisions of the Grant Agreement, the call conditions and all legal obligations under applicable EU, international and national law.*

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Each Party undertakes to notify promptly the Granting Authority and the other Parties, in accordance with the governance structure of the Project, of any significant information, fact, problem or delay likely to affect the Project.
Each Party shall promptly provide all information reasonably required by a Consortium Body or by the Coordinator to carry out its tasks and shall responsibly manage the access of its employees to the EU Funding & Tenders Portal.
Each Party shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties.

Breach

In the event that the General Assembly identifies a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement (e.g. improper implementation of the Project), the Coordinator or, if the Coordinator is in breach of its obligations, the Party appointed by the General Assembly, will give formal notice to such Party requiring that such breach will be remedied within 30 calendar days from the date of receipt of the written notice by the Party.
If such breach is substantial and is not remedied within that period or is not capable of remedy, the General Assembly may decide to declare the Party to be a Defaulting Party and to decide on the consequences thereof which may include termination of its participation.

Management of the project

In the case of abolished tasks as a result of a decision of the General Assembly, the Executive Board shall advise the General Assembly on ways to rearrange tasks and budgets of the Parties concerned. Such rearrangement shall take into consideration any prior legitimate commitments which cannot be cancelled.

Excess payment

A Party has received excess payment
a) if the payment received from the Coordinator exceeds the amount declared or

b) if a Party has received payments but, within the last year of the Project, its real Project costs fall significantly behind the costs it would be entitled to according to the Consortium Plan.

In case a Party has received excess payment, the Party has to inform the Coordinator and return the relevant amount to the Coordinator without undue delay. In case no refund takes place within 30 days upon request for return of excess payment from the Coordinator, the Party is in substantial breach of the Consortium Agreement.
Amounts which are not refunded by a breaching Party and which are not due to the Granting Authority, shall be apportioned by the Coordinator to the remaining Parties pro rata according to their share of total costs of the Project as identified in the Consortium Budget, until recovery from the breaching Party is possible.

Joint ownership

Joint ownership is governed by Grant Agreement Article 16.4 and its Annex 5, Section Ownership of results, with the following additions:
Unless otherwise agreed:
− each of the joint owners shall be entitled to use their jointly owned Results for non-commercial research and teaching activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s).
− each of the joint owners shall be entitled to otherwise Exploit the jointly owned Results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given: (a) at least 45 calendar days advance notice; and (b) fair and reasonable compensation.
The joint owners shall agree on all protection measures and the division of related cost in advance.

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Dissemination of own (including jointly owned) Results

During the Project and for a period of 1 year after the end of the Project, the dissemination of own Results by one or several Parties including but not restricted to publications and presentations, shall be governed by the procedure of Article 17.4 of the Grant Agreement and its Annex 5, Section Dissemination, subject to the following provisions.

Prior notice of any planned publication shall be given to the other Parties at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the Grant Agreement by written notice to the Coordinator and to the Party or Parties proposing the dissemination within 30 calendar days after receipt of the notice. If no objection is made within the time limit stated above, the publication is permitted.

By exception, for dissemination (talks, posters…) to be made in the framework of congresses or conferences, prior notice shall be given to the other Parties at least fifteen (15) calendar days before the abstract submission to the organizing committee. Any objection to the planned dissemination shall be made in accordance with the terms of Grant and Consortium Agreements in writing to the Coordinator and to the Party or Parties proposing the dissemination within ten (10) calendar days after receipt of the notice. If no objection is made within the time limit stated above, the dissemination is permitted.

Relevant procedures from the Grant Agreement

extracts from the Annotated Model Grant Agreement
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf

5.2 Maximum grant amount

The maximum grant amount will NOT be increased — even if the eligible costs of the action are higher than planned. In any case, the maximum grant amount is not the 'final grant amount' and is not a 'price' due to the beneficiaries.

5.5 Budget flexibility

The budget breakdown may be adjusted — without an amendment (see Article 39) — by transfers (between participants and budget categories), as long as this does not imply any substantive or important change to the description of the action in Annex 1.

However:

- changes to the budget category for volunteers (if used) always require an amendment
- changes to budget categories with lump sums costs or contributions (if used; including financing not linked to costs) always require an amendment
- changes to budget categories with higher funding rates or budget ceilings (if used) always require an amendment
- addition of amounts for subcontracts not provided for in Annex 1 either require an amendment or simplified approval in accordance with Article 6.2
- other changes require an amendment or simplified approval, if specifically provided for in Article 6.2
- flexibility caps: not applicable

Simplified approval procedure — If provided in the Grant Agreement (and for the cases and types of cost indicated), beneficiaries can ask for an ex-post approval by the granting authority to accept costs which have been incurred but where not planned in the estimated budget. For such an ex-post approval, they must declare the costs in question in the periodic report and flag and justify them. Be

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aware however that simplified approval is at the discretion of the granting authority. This means that you bear the risk that the costs might not be approved.

Other financial rules will be introduced at the kick-off meeting during the administrative workshop. A video will be shared introducing all financial rules including calculation of eligible costs for reporting.

9.1 Associated partners

Associated partners are entities that implement action tasks but without receiving EU funding. They do not become party to the Grant Agreement (do not sign the GA), but they implement important parts of the action and are thus often involved actively in the consortium. Therefore, the Grant Agreement mentions them and defines their role (rights and obligations).

Characteristics of implementation by associated partners:

- Associated partner participates at own costs (does not receive EU funding).
- Associated partner performs action tasks directly. Associated partners do NOT sign the GA (and are therefore not beneficiaries).
- The consortium (or in case a link exists with a specific beneficiary, the beneficiary) remains responsible towards the granting authority for the action tasks performed by associated partners.

Associated partners do NOT need to have a (capital or legal) link to the beneficiary (but they may have one) and do NOT need to comply with the eligibility conditions for funding (but they may be, and just choose to participate without funding).

Associated partners must be listed in Article 9.1, their tasks must be mentioned in Annex 1. For some programmes (HE only), applicants may include the total estimated costs of their associated partners in the budget for their proposal (i.e under 'Other sources of financing': 'Financial contributions' and 'Own resources' headings).But this is for information purposes only. The information is not transferred to the grant as the associated partners are not required to report on their costs. There is NO simplified approval procedure. The consortium is responsible for the proper implementation of the tasks implemented by associated partners (proper quality, timely delivery, etc). They must moreover ensure that they comply with certain obligations:

Obligations that must be extended to associated partners:

- Proper implementation (see Article 11)
- Avoiding conflict of interest (see Article 12)
- Confidentiality and security obligations (see Article 13)
- Ethics (see Article 14)
- Give visibility to the EU funding (see Article 17.2)
- Respect specific rules for the action implementation (see Article 18)
- Information obligations (see Article 19)
- Record-keeping (see Article 20).

It is the beneficiaries' responsibility to ensure that these obligations are accepted by the associated partners (e.g. via contractual arrangements, consortium agreement, etc). Moreover, the beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting

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authority; the European Court of Auditors (ECA); the European Anti-Fraud Office (OLAF)) have the right to carry out checks, reviews, audits and investigations on the associated partners, particular concerning the action implementation.

11. Implementation of the action

The action must be properly implemented. This general obligation is twofold, i.e.:

1. the action (i.e. the work) must be carried out as described in the description of the action (DoA; Annex 1 of the Grant Agreement)

and

2. the project must be implemented in compliance with all Grant Agreement obligations and all the applicable provisions of EU, international and national law (including general principles, such as fundamental rights, values and ethical principles).

This means in practice, that full compliance is expected. If activities take place in several countries, the participants must comply both with the national law of the country in which they are established AND that of the country where the action is implemented.

Example: Each beneficiary must comply in particular with the labour law applicable to the personnel working on the action and must fulfil the tax and social obligations related to the activities it carries out under the applicable national law. If a part of the activities is done in another country, the applicable rules must be respected.

The work must be done properly (good quality) and on time. Participants must prevent delays (or reduce them as much as possible). In addition, important delays should be immediately signalled to the granting authority (see Article 19).

17. Communication, dissemination and visibility

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

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

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate)

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28). Such breaches may also lead to other measures described in Chapter 5.

20. Records and other supporting documentation

The beneficiaries must keep appropriate and sufficient evidence to prove the eligibility of all the costs declared, proper implementation of the action and compliance with all the other obligations under the Grant Agreement. If costs that are not supported by appropriate and sufficient evidence, they will be rejected.

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‘Sufficiency’ relates to the quantity of evidence; ‘appropriateness’ relates to its quality. Evidence is considered sufficient and appropriate if it is persuasive enough for the auditors, who assess it according to generally accepted audit standards. The evidence must be verifiable, auditable and available.

It must be correctly archived for the duration indicated in the Grant Agreement (see Data Sheet, Point 6). In general, for at least 5 years after the balance is paid (3 years for low value grants up to EUR 60 000) or longer if there are ongoing procedures (audits, investigations, litigation, etc). In this case, the evidence must be kept until they end.

Beneficiaries that throw away supporting documents will bear the full risk of cost rejection by the granting authority.

The rules in the Grant Agreement do not affect national laws on keeping documents (which may require additional measures).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared:

(i) for actual costs: adequate records and supporting documents to prove the costs declared (such as contracts, subcontracts, invoices and accounting records); in addition, the beneficiaries’ usual accounting and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documents

(ii) for flat-rate costs and contributions (if any): adequate records and supporting documents to prove the eligibility of the costs or contributions to which the flat-rate is applied

(iii) for the following simplified costs and contributions: the beneficiaries do not need to keep specific records on the actual costs incurred, but must keep:

a. for unit costs and contributions (if any): adequate records and supporting documents to prove the number of units declared

b. for lump sum costs and contributions (if any): adequate records and supporting documents to prove proper implementation of the work as described in Annex 1

c. for financing not linked to costs (if any): adequate records and supporting documents to prove the achievement of the results or the fulfilment of the conditions as described in Annex 1

(iv) for unit, flat-rate and lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions set out in Articles 6.1 and 6.2.

Moreover, the following is needed for specific budget categories:

(v) for personnel costs: time worked for the beneficiary under the action must be supported by declarations signed monthly by the person and their supervisor, unless another reliable time-record system is in place; the granting authority may accept alternative evidence supporting the time worked for the action declared, if it considers that it offers an adequate level of assurance.

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The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25)

Annex 5
Gender Equality and gender dimension in research

The beneficiaries must aim — to the extent possible — for a gender balance at all levels of personnel assigned to the action, including at the supervisory and managerial levels.

Best practice: Keep appropriate documentation about the steps taken and measures put in place.

Integration of the gender dimension in research and innovation content is a by default requirement for all RIA/IA and Programme co-fund actions, with some exceptions. For more guidance on gender equality, including the integration of the gender dimension into research and innovation content, see the section on Gender equality and inclusiveness in the HE Programme guide.

Ownership of results

Best practice: To avoid or resolve ownership disputes, beneficiaries should keep documents such as laboratory notebooks to show how and when they produced the results.

Automatic joint ownership — If beneficiaries have jointly generated results and it is not possible to establish their respective contribution or to separate them for protection, the beneficiaries automatically become joint owners.

In this case, the beneficiaries concerned must conclude a joint ownership agreement (in writing).

This agreement should cover in particular:

(a) how the ownership is divided (e.g. equally or not).

(b) if/how the joint results will be protected, including issues related to the cost of protection (e.g. patent filing and examination fees, renewal fees, prior state-of-the-art searches, infringement actions, etc), or to the sharing of revenues or profits.

(c) how the joint results will be exploited and disseminated.

(d) how disputes will be settled (e.g. via a mediator, applicable law, etc).

The results ownership list (ROL) will take the form of a template to be filled out in the final periodic report listing the owner of the results (be it a beneficiary or other legal entity).

In case of joint ownership, all joint owners must be listed even if (some of) the joint owners are not members of the consortium. The results ownership list provides a snapshot in time meaning that ownership changes may happen after the submission of the final periodic report. Failure to fill in the results ownership template will block the submission of the final periodic report and hence the final payment. However, difficulties in determining the ownership of the results will not bar the submission of the results ownership list. If the ownership of the results is not clear, the beneficiaries will have to indicate all potential owners.

Protection of results

Best practice: Beneficiaries should consider seeking expert advice to help them decide whether and how to protect results.

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Beneficiaries are in principle free to choose any available form of protection but protection should be adequate depending on the characteristics of the results to ensure effective protection. While some forms of IP protection, such as copyright, do not require registration, others, such as patent, trade marks or industrial design require the filing of an application before the relevant registration body. Although important for commercial and industrial exploitation, IP protection is not mandatory if not justified. Costs related to protection are eligible if they fulfil the cost eligibility conditions.

Best practice: Although a beneficiary is not required to consult the other beneficiaries before deciding whether to protect a specific result it owns, beneficiaries can provide for arrangements (either in the consortium agreement or in separate agreements), to ensure that where needed decisions on protection take due account of the interests of all beneficiaries concerned. Protection should last for an appropriate period and have appropriate territorial coverage (in view of potential) commercial or industrial exploitation and other elements (e.g. potential markets and countries in which potential competitors are located). Patent applications should identify the rightful inventors. Errors (or fraud) in identifying inventors may lead to the invalidation of patents.

Exploitation of results

Beneficiaries which have received funding under the grant must —up to four years after the end of the action (see Data Sheet, Point 1) —use their best efforts to exploit their results directly or to have them exploited indirectly by another entity, in particular through transfer or licensing.

If, despite a beneficiary's best efforts, the results are not exploited within one year after the end of the action, the beneficiaries must (unless otherwise agreed in writing with the granting authority) use the Horizon Results Platform to find interested parties to exploit the results.

If results are incorporated in a standard, the beneficiaries must (unless otherwise agreed with the granting authority or unless it is impossible) ask the standardisation body to include the funding statement (see Article 17) in (information related to) the standard.

Exploitation can also be non commercial, for example use in non-commercial research or non-commercial teaching activities. When results of the action are used to influence R&I policy or decision making, this is another form of exploitation.

Best practice: Beneficiaries should consider applying for dissemination and exploitation support services, including go to market support and IP management provided by the Commission during and after the end of their action i.e. the Horizon Results Booster.

Beneficiaries are strongly encouraged to consider the use of the Horizon Results Platform to their own benefit, at any stage of the project, during as well as after the end of the project, provided they have key exploitable results.

Key exploitable results are those results which have a high potential to be exploited in the sense of the definition of exploitation (e.g. to be used in a product, process or service, or act as an important input to further research, R&I related policy or education). Results such as "outcomes or announcements of consortia meetings, conferences or other events" are not considered as key exploitable results and all project deliverables are not necessarily key exploitable results either.

Please check the AGA for more on IPR

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Open science: open access to scientific publications

The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results. In particular, they must ensure that:

- at the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications

- immediate open access is provided to the deposited publication via the repository, under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights; for monographs and other long-text formats, the licence may exclude commercial uses and derivative works (e.g. CC BY-NC, CC BY-ND) and - information is given via the repository about any research output or any other tools and instruments needed to validate the conclusions of the scientific publication.

Beneficiaries (or authors) must retain sufficient intellectual property rights to comply with the open access requirements.

Metadata of deposited publications must be open under a Creative Common Public Domain Dedication (CC 0) or equivalent, in line with the FAIR principles (in particular machine-actionable) and provide information at least about the following: publication (author(s), title, date of publication, publication venue); Horizon Europe or Euratom funding; grant project name, acronym and number; licensing terms; persistent identifiers for the publication, the authors involved in the action and, if possible, for their organisations and the grant.

Where applicable, the metadata must include persistent identifiers for any research output or any other tools and instruments needed to validate the conclusions of the publication.

Only publication fees in full open access venues for peer-reviewed scientific publications are eligible for reimbursement.

Open science: additional practices

Where the call conditions impose additional obligations regarding open science practices, the beneficiaries must also comply with those.

Where the call conditions impose additional obligations regarding the validation of scientific publications, the beneficiaries must provide (digital or physical) access to data or other results needed for validation of the conclusions of scientific publications, to the extent that their legitimate interests or constraints are safeguarded (and unless they already provided the (open) access at publication).

Where the call conditions impose additional open science obligations in case of a public emergency, the beneficiaries must (if requested by the granting authority) immediately deposit any research output in a repository and provide open access to it under a CC BY licence, a Public Domain Dedication (CC 0) or equivalent. As an exception, if the access would be against the beneficiaries' legitimate interests, the beneficiaries must grant non-exclusive licenses —under fair and reasonable conditions —to legal entities that need the research output to address the public emergency and commit to rapidly and broadly exploit the resulting products and services at fair and reasonable conditions. This provision applies up to four years after the end of the action (see Data Sheet, Point 1).

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Appendix

Reporting template (EC official)
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/temp-form/report/periodic-report_horizon-euratom_en.pdf

Reporting template (Internal)

Financial reporting table (Internal – EM will update for partners)

Dissemination – Communication - Exploitation reporting template (EM will tailor more)

Gantt chart of BCOMING (Link)

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M1-M9 work plan

(to be finalised after the kick-off)

Task	Responsible	Deadline	Done?
Work Package 1 Management and coordination M1-M48			
Task 1.1 Legal, ethical, IP and data management– Leader CIRAD, Main contributor: EM			
Appoint all members for decision-making bodies	CIRAD	M2	
Advisory Board members to be appointed	CIRAD	M3	
Project Handbook	EM	M1	
IP Note	EM	M2	
Data Management Plan	CIRAD	M6	
Organisation of the kick-off meeting	PCG	M2	
Liaise with the project officer	CIRAD-EM	M1-M9	
Task 1.2 Administrative and financial management			
PCG meetings set up and hold	EM	Each month	
Financial templates to prepare	EM	M2	done
Financial templates to approve	PCG	M2	
Task 1.3 General operational management			
1.3.1 Communication			
Mailing lists set up	EM	M2	done
Meeting invitations sent out	EM/CIRAD	M1-M2	done
1.3.2 Monitoring the progress			
Prepare M1-M3 DEC report	EM	M3	
Prepare M4-M6 DEC report	EM	M6	
Prepare M1-M9 internal report	EM	M9	
1.3.2 Reporting to EC			**n.a**
Work Package 2			
Work Package 3			
Work Package 4			
Work Package 5			
Work Package 6			
Work Package 7			
Work Package 8 Dissemination and Exploitation M1-M48			
Task 8.1 Dissemination Plan and visual identity M1-M9			
Develop a dissemination Plan	**EM**	**M6**	
• *provide templates for partners' contributions to the plan*	EM	M3	
• *provide suggestions of activities/events and lists of contacts according to templates*	All partners	M4	

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• *provide draft communication plan for partners' feedback*	EM	M5	
• *provide feedback on the document*	All partners	M6	
Develop logo options, static website	EM	M3	done
Develop visual identity	EM	M3	done
Task 8.2 Materials and Tools			
Develop templates (word, ppt, leaflet, etc) in English	**EM**	**M3**	**done**
provide an introductory ppt on BCOMING	EM	M3	
Develop dissemination materials (brochure, leaflet, poster, etc)	**EM**	**M9**	
provide the first version of project's first dissemination materials with initial information about the project	EM	M6	
provide feedback on the materials	All partners	M6-M7	
develop final version of the agreed dissemination materials	EM	M8-M9	
Launch the website at www.bcoming.eu	**EM**	**M3**	
Launch a press release	**EM**	**M2**	
EM prepares a draft	EM	M2	done
CIRAD and EB approves	EB	M2	
Task 8.3 Joint actions			
Social media channels	**EM**	**M1-M9**	
Set up social media channels	EM	M2	Done
Active social media posting	EM	M2-M9	
Partners share-comment social media posts	All partners	M2-M9	
BEPREB collaboration	**EM/CIRAD**	**M1-M9**	
Organise a meeting with BEPREB COMM team	EM	M3-M6	
Collaboration	**EM**	**M1-M9**	
Set up and discuss collaboration options with other projects, initiatives, networks	EM	M6-M9	
WP9 Ethics Requirements			
D9.1	CIRAD	M5	
D9.2	CIRAD	M5	
D9.3	CIRAD	M1	Done
D9.4	CIRAD	M5	
D9.5	CIRAD	M5	
D9.6	CIRAD	M3	
D9.7	CIRAD	M3	
D9.8	CIRAD	M6	

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