Funded by the European Union

100K Trees

D8.1 Quality Management Plan

# *Project Handbook*

| | |
|---|---|
| **Grant Agreement No.** | 101082551 |
| **Project Start Date** | 01.12.2022 |
| **Duration of the project** | 36 months |
| **Deliverable Number** | D8.1 |
| **Deliverable Leader** | CWare Aps |
| **Dissemination Level (PU, CO, CI)** | CO |
| **Status** | v0.1 |
| **Submission Date** | Continuously updated document |
| **Author, Organisation, e-mail** | Birgitte Holt Andersen, CWare Aps, bgha@cware.eu |

## Modification Control

| VERSION | DATE | DESCRIPTION AND COMMENTS | AUTHOR |
|---|---|---|---|
| **0.1** | January 2023 | First draft | Birgitte Holt Andersen |
| **0.2** | January 2023 | Internal review | Nina Costa |
| **0.3** | 16th February 2020 | Modification: | Birgitte in respond to reviwers comment |
| **0.4** | XXX | Modification: | |
| **0.5** | XXX | Modification: | |
| **0.6** | XXX | Modification: | |
| **0.7** | XXX | Modification: | |
| **0.8** | XXX | Modification: | |
| **0.9** | XXX | Modification: | |
| **Final** | | | |

*"This project has received funding from the European Union's Horizon- EUSPA-2021-SPACE research and innovation programme under grant agreement No 101082551. The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains".*

## Table of Contents



Funded by the European Union

# 1. Introduction

## 1.1 Purpose of this document

This Quality Management Plan serves as the 100KTREEs Project Handbook and has mainly two functions.

First, it is a reference source for all consortium members covering many day-to-day activities. Second, it intends to standardise various elements of the project e.g. project reports, deliverables, etc. through the use of agreed procedures and templates where relevant.

This Handbook will be a dynamic document and will be updated as required throughout the project. The 100KTREEs tasks connected to this document is Task 8.2 Technical Management and coordination and Task 8.3 Risk and Quality management that will continually (min. 6-month intervals) review for example the specific quality objectives and quality indicators for each stage of the project, the quality assurance and control activities, the information exchange and dissemination, and the documentation management.

## 1.2 Precedence

The general principles for the project execution are defined in the EU Grant Agreement (GA), the Description of the Action (DoA) and the Consortium Agreement (CA). This Quality Management Plan does not replace any of these established agreements, nor does it replace any of the EU guidelines for project implementation and documentation.

Where there are any inconsistencies between these documents, the following order of precedence should be applied:

1. EU Grant Agreement including Description of the action, also referred to as the Grant Agreement (GA) Annex 1;
2. Consortium Agreement (CA);
3. Quality Management Plan (present document).

# 2. General Project Information

| | |
|---|---|
| **Title** | Decision Toolbox for cities to improve air quality, biodiversity, human wellbeing and reduce climate risks by planting more trees in our cities. |
| **Acronym** | 100KTREEs |
| **Grant Agreement No.** | 101082551 |
| **Funding Programme** | HORIZON-EUSPA-2021-SPACE |
| **Instrument** | IA (Innovation Action) |
| **Project Start Date** | 01.12.2022 |
| **Duration of the project** | 36 months |

| Project Coordinator (DHI) | Project Manager (CWare) | Financial Manager (CWare & DHI) | |
|---|---|---|---|
| Lars Boye Hansen<br>Agern Allé 5,<br>2970 Hørsholm<br>Denmark<br>+45 26163110<br>ibh@dhigroup.com | Birgitte Holt Andersen<br>Løgstørgade 2, 1.,<br>2100 Copenhagen<br>Denmark<br>+45 53835761<br>bgha@cware.eu | Birgitte Holt Andersen<br>Løgstørgade 2, 1.,<br>2100 Copenhagen<br>Denmark<br>+45 53835761<br>bgha@cware.eu | Lars Boye Hansen<br>Agern Allé 5,<br>2970 Hørsholm<br>Denmark<br>+45 26163110<br>ibh@dhigroup.com |

| No | Partner name | Partner short name | Country |
|---|---|---|---|
| 1 | DHI A/S | DHI | DK |
| 2 | Assotsiatsia Za Razvitie Na Sofia | SDA | BG |
| 3 | Eurosense Belfotop | Eurosense | BE |
| 3.1 | Eurosense GMBH | Eurosense GMBH | DE |
| 4 | Ecotree | EcoTree | FR |
| 5 | GISIG Geographical Informationsystems International Group Associazione | GISIG | IT |
| 6 | Vrije Universiteit Brussel | VUB | BE |
| 7 | Edonodurvo Fondatsiya | OneTree | BG |
| 8 | CWare Aps | CWARE APS | DK |
| 9 | UrbanDigital Aps | UrbanDigital | DK |
| 10 | ND Consult Ltd (Associated) | NDC | UK |

# 3. Legal Aspects

## 3.1 Grant Agreement

The Grant Agreement forms the legal basis for the implementation of the project. It consists of:

- Terms and Conditions (this is the core contract);
- Annex 1 Description of the action (DoA);
- Annex 2 Estimated budget for the action;
- Annex 3 Accession Forms;
- Annex 4 Model for the financial statements;
- Annex 5 Model for the certificate on the financial statements;
- Annex 6 Model for the certificate on the methodology.

Although the core contract is signed between the EU and the Coordinator of the project, all partners have become individual contract partners with the Commission by signing the Accession Forms.

The Grant Agreement must be kept by all partners and should be provided to the auditor in case of an audit. It is downloadable in the participant portal; in document library of the 100KTREEs project.

## 3.2 Consortium Agreement

Whereas the Grant Agreement is signed between the EU and the partners, the Consortium Agreement is signed between the partners themselves. It arranges in more detail the provisions of the Grant Agreement, such as but not limited to: financial issues, payments, management, decision making, conflict resolution, intellectual property rights and liability.

The Consortium Agreement must also be kept by the partners and must be shown in case of audits.

## 3.3 Amendments

During the project, circumstances may arise to call for a request to the EU for an amendment of the Grant Agreement. Reasons may vary, but could be:

- Change of partner(s);
- Change of legal entity;
- Changes in the Budget (EU GA: Annex 2);
- Changes in the DoA (EU GA: Annex 1).
-

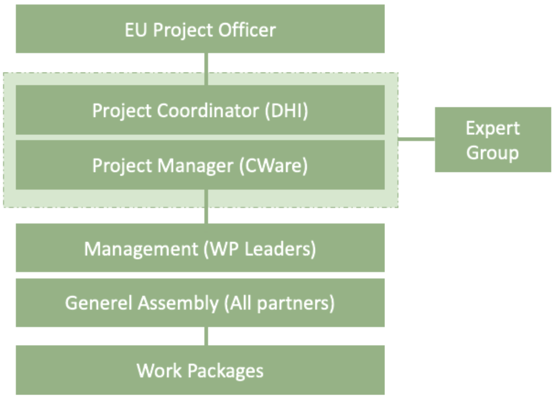
In case an amendment is needed the Coordinator shall submit such a request after an autonomous decision by all partners in the General Assembly. After approval the Coordinator shall distribute the revised Grant Agreement to the partners, replacing former versions.

Budget changes that do not affect the content of DoA can be taken care by the consortium itself; decision through the General Assembly and inform the Project Officer. Amendments may be requested by any of the project partners.

# 4. Management Structure and Procedures

## 4.1 Project Organizational Structure

The project organizational structure is represented in the following diagram:




The project organizational structure has multiple layers of decision-making:

**Project Coordinator (PC)**

The Project Coordinator (DHI) is responsible for the overall project and also functions as the intermediary for all communication between co-beneficiaries and the European Commission.

**Project Manager (PM)**

The Project Manager (CWare) is the supervisor for the execution of the project. Moreover, it is responsible for management of the project and individual activities with respect of time, budget and quality.

**General Assembly (GA)**

The General Assembly acts as the ultimate decision-making body in the project and deals e.g. with partner enrollment and exit, budget changes, issues and conflicts.

**Management - Work Package Leaders (WPL)**

Work Package Leaders are responsible for workflow, coordination and progress within their WPs and other WPs. They ensure that the Project Coordinator is informed about WP developments. Adjustment to work must be agreed by Project Coordinator.

**Expert Group (EG)**

The Expert Group will provide sparring,advice and expertise through-out the implementation of the project.

## 4.2 Roles

### 4.2.1 General Assembly (GA)

The GA is ultimately responsible for the management of the project and consists of at least one representative from each partner in the consortium. It is chaired by the Project Coordinator.

The GA shall be free to act on its own initiative to formulate proposals and take decisions.

*Table 1. General Assembly Members*

| Partner Nr | Short name | Name | E-mail |
|---|---|---|---|

Funded by the European Union

| | | | |
|---|---|---|---|
| 1 | DHI | Lars Boye Hansen<br>Silvia Huber | ibh@dhigroup.com<br>shu@dhigroup.com |
| 2 | SDA | Antonia Shalamanova<br>Elitsa Panayotova<br>Desislava Todorova | antonia@sofiagreen.bg<br>elitsa@sofiagreen.bg<br>desislava@sofiagreen.bg |
| 3 | EUROSENSE | Pieter Vanwildemeersch<br>Emma Dekeyser | pieter.vanwildemeersch@eurosense.com<br>emma.dekeyser@eurosense.com |
| 3.1 | EUROSENSE GMBH | Rolf Wilting | rolf.wilting@eurosense.com |
| 4 | EcoTree | Kristoffer Sparre | kris@ecotree.green |
| 5 | GISIG | Alessandra Marchese<br>Milva Carbonaro<br>Roderic Molina | a.marchese@gisig.it<br>m.carbonaro@gisig.it<br>r.molina@gisig.it |
| 6 | VUB | Nora Van Cauwenbergh<br>Nahad Rezazadeh | nora.van.cauwenbergh@vub.be<br>nahad.rezazadeh.helmi@vub.be |
| 7 | OneTree | Aleksandar Petrov<br>Yordan Dervishev<br>Simeon Malinov | aleksandar.s.petrov@gmail.com<br>yordan@ednodarvo.io<br>sim.malinov@gmail.com |
| 8 | CWARE | Birgitte Holt Andersen<br>Sofie Krog Agergaard | bgha@cware.eu<br>ska@cware.eu |
| 9 | UrbanDigital | Rasmus Reeh<br>Anna Sofia Jakobsen | rr@urbandigital.dk |
| 10 | NDConsult | Nina Costa | nina.costa@ndconsult.eu |

Responsibilities: GA will be the ultimate decision-making body of the Consortium. The Project Coordinator handles all documentation of the GA and prepares the issues to be handled by the Assembly. GA responsibilities include:

- To ensure that the project is executed in line with the needs and requirements of the participants
- To take the major strategic decisions: to solve conflicts, to tackle technical risks and to manage changes of the work plan
- To monitor the over-all quality of the project
- To handle changes to the Consortium Plan (including Budget) and redistribution of finances, based on the EB suggestions
- To propose changes to Annex 1 “Description of the project” of EC-GA to be agreed by the Funding Authority
- To accept the plans for dissemination and exploitation of the results
- To handle all project agreements and IPR issues according to the Consortium Agreement
- To define the project standards and policies e.g. ethical issues that must be formally and explicitly stated
- Evolution of the Consortium

General Assembly meetings will take place at: M1, M6, M12, M18, M24, M30, M36 (additional meetings via video conferencing, if needed).

Meeting practices: The material for the GA meetings, prepared by the Coordinator as the GA secretary, will be sent 21 days before the meeting. The Project Coordinator will prepare the minutes of the meeting and send a draft to the General Assembly members within 14 days after the meeting. The Project Coordinator will be in charge of distributing the documents and information on decisions taken to all relevant parties.

Decision-making: Each partner shall have the right to nominate a representative to participate in the GA meetings. Each GA member shall have one vote. However, the Coordinator does not have the right to vote in the GA. The GA decisions are valid if 2/3 of the voting members are present or represented. A decision takes 2/3 majority of the votes. A member can exercise a veto on a decision or a part of a decision if the legitimate interests of the member are severely affected. Action needed with regard to non- or under-performing partners shall be addressed. Further rules will be defined in the Consortium Agreement.

### 4.2.2 Project Coordination

The 100KTREEss project is coordinated by DHI and acts in collaboration with CWARE APS as the intermediary between the partners and the European Commission (Funding Authority). Lars Boye Hansen (DHI) is the 100KTREEs Project Coordinator at DHI A/S and Birgitte Holt Andersen (CWARE APS) is the 100KTREEs Project Manager at CWARE APS.

The Project Coordinator has the direct responsibility for the administrative, legal and financial management of the project. The Project Coordinator will be the intermediary between the project consortium and the Funding Authority (FA) and shall perform all tasks assigned to it as described in the Grant Agreement (EC-GA) to be concluded with the Funding Authority. The everyday management of the research and development activities is explicitly delegated to the WP Leaders. The Project Coordinator responsibilities include:

- Monitoring compliance by the Parties with their obligations and ensuring that all partners are working for the same goal
- All contractual obligations required by the FA. Providing overviews of the work progress to the FA; collecting and reviewing financial, technical and administrative reports to verify consistency with the project tasks before transmitting them to the FA and submitting progress and final reports, financial statements and other deliverables
- Administering the Community contribution regarding its allocation between beneficiaries and activities, in accordance with this grant agreement and the decisions taken by the consortium. The Project Coordinator will ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay. The Project Coordinator will take care of financial account management, advance payments, withholding payments and assistance to partners for Cost Statements preparation.
- Informing the FA of the distribution of the Community financial contribution and the date of transfers to the beneficiaries, when required by the Grant Agreement or the FA
- Maintaining contact with the FA (Project Officer) and notifying the Project Officer about developments that would alter the GA
- Coordination and supervision of all legal and contractual aspects, knowledge management, and exploitation activities
- Maintaining the communication among the partners of the project and facilitating the communication between the consortium and the FA (contact to be made with the partners once a month)
- Administrative management: preparation and maintenance of project calendar, monitoring budget, deliverables and milestones, guaranteeing the achievement of

the objectives and the accomplishment of the proposed plan in dates and budget, preparation of meetings and related documentation and execution of the meetings decisions, set-up and maintenance of project documentation archive

- In terms of decision making mechanism on operational issues, the Project Coordinator calls the General Assembly to emergency meetings if needed

The Project Coordinator's operational coordination tasks to be performed in cooperation with the Project Manager:

- Supervision of WP Leaders with the Project Manager as the spokesperson
- Technical coordination and integration between Work Packages
- Preparing reports to the General Assembly
- Supervision of the implementation and proposing updates to the Consortium Plan
- Organisation and chairing the General Assembly.
- Monitoring IPR issues

### 4.2.3 Project Manager (PM)

The PM handles the operational management and overall coordination of the project. The responsibilities of the PM:

- To have the overall management, administration, coordination and implementation of the project according to the project proposal.
- To oversee the project progress according to the GA in order to deliver the results stated and impact expected.
- To coordinate the Work Packages, monitor the project implementation and decide about the publication of project information materials and practical issues regarding the Consortium Plan implementation.
- To support the Project Coordinator to ensure that the technical objectives and activities of the project are high quality and met on schedule
- To oversee the absolute technical matters pertaining to the work plan (early identification of any risks or problems in the project) and maintain and update the risk management plan

### 4.2.4 Expert Group (EG)

The Expert Group is represented by:

*Table 4. Expert Group*

| Name of expert | Organisation | Specific expertise |
|---|---|---|
| Jens Nielsen | World Climate Foundation | Public Private Partnerships of Climate investments |
| Rebecca Leigh Rutt | University of Copenhagen | Section for Environment and Natural Resources |
| Mette Quist | DGBC – Danish Green Building Council | Certifications of green building and neighborhoods |
| Prof. Dr. Mathias Schardt | Joanneum Research Centre | Remote sensing on trees & forestry applications |
| Luigi Ceccaroni | EarthWatch Europe | Corporate partnerships for environmental stewardship & sustainability |
| Mauricio Rodas | Former Mayer of Quito and Co-chair of the Global Commission on BiodiverCities by 2030 | Government administration and Political science |

| | | |
|---|---|---|
| Sameh Wahba | Global Director, urban disaster risk management, resilience and land global practice, World Bank | His organisation has a portfolio of close to $30 billion in commitments in investment projects, program-for-results, and development policy lending and about 450 staff |
| Dr. Frank Knospe | City of Essen | Greening of a large industrial city (Essen= EU Green Capital City 2017) |
| Rasmus Vincentz | Habitats | Consultancy specialized in promoting and creating more biodiversity in urban areas |

The responsibilities of the EG are:

- Provide sparring and expertise through-out the implementation of the project

The EG members shall be allowed to participate in General Assembly meetings upon invitation but have not any voting rights. The Project Coordinator will ensure that Non-disclosure Agreements (NDAs) are executed between the 100KTREEs consortium and EG members.

### 4.2.5 Work Package Leaders

The WP Leaders (WPLs) deal with the technical developments, overall coherence, and technical implementation of the project outputs and ensure that the WP participants produce the required outputs in time and manage the subcontracted activities in a sound manner. In the WPs each Partner is responsible for allocating sufficient manpower, financial and other resources in order to carry out the tasks assigned to him/her and for delivering cost statements and providing information and data (financial and other) to the Coordinator in order to ensure that documents can be elaborated and submitted in time.

The WPLs responsibilities are:

- Coordination of the day-to-day execution of activities, planning of work and deliverables; achievement of the objectives of their WPs and management of risks
- Formal and informal reporting, including periodic reports every 3 months, on Work Package progress, quality and risk status to the Project Coordinator
- Decisions about the methods and equipment to be used
- Meeting the operational, quality, functional, documentation and data, planning and financial requirements for activities and deliverables according to the Consortium Agreement (CA), EC-GA and FA requirements. The WPLs report to the EB and to the GA (if the latter requires more detailed information on some issue). The TLs assist the WPLs in planning, managing and performing their respective tasks in the WP context.

WP meetings: at least every 3 months (more often if and when necessary)/ WP duration, face-to-face or video conferencing meetings.

*Table 5. Work Package Leaders*

Funded by the European Union

| No | Work Package | Leader | Person(s) | E-mails |
|---|---|---|---|---|
| 1 | Verification of user requirements & co-creation processes and crowd sceince | UrbanDigital | Rasmus Reeh | rr@urbandigital.dk |
| 2 | Copernicus uptake and spatial data lab | DHI | Lars Boye Hansen<br>Silvia Huber | ibh@dhigroup.com<br>shu@dhigroup.com |
| 3 | Tree attributes | EcoTree | Birgitte Holt-Andersen | bgha@cware.eu |
| 4 | Modelling tools | VUB | Nora Van Cauwenbergh<br>Nahad Rezazadeh | nora.van.cauwenbergh@vub.be<br>nahad.rezazadeh.helmi@vub.be |
| 5 | Monetary valorisation, business cases and 'what if' scenarios | CWARE APS | Birgitte Holt Andersen | bgha@cware.eu |
| 6 | Exploitation and business plan | NDConsult | Nina Costa | nina.costa@ndconsult.eu |
| 7 | Dissemination and communication | GISIG | Alessandra Marchese | a.marchese@gisig.it |
| 8 | Project Coordination | CWARE APS | Birgitte Holt Andersen | bgha@cware.eu |

### 4.2.7 Meetings

Project meetings are plenary meetings and parallel sessions combining technical progress. They will take place twice a year - in June and November, preferable. The minutes of the meetings will be submitted to the PO (if required).

Technical meetings may be called for by the Work Package leaders within a work package or between technical work packages in order to coordinate progress on WP level. A shortlist of progress made and follow-up actions should be sent to the coordinator.

Meetings of each project partner may also be held by teleconference or other telecommunication means.

Costs for travel and accommodation to participate in these meetings have to be covered by each partners own budget.

For every meeting taken place, minutes or recordings of the meeting should be sent to the Project Coordinator and uploaded on the Shared Teams platform.

# 5. Communication

## 5.1. Internal communication

Internal communication is considered the communication within the Consortium.

### 5.1.1 E-mail

Many people may be working on a number of different projects and are likely to receive numerous emails every day, therefore, a standard subject title is proposed. This helps to quickly recognise the project related emails.

Project related e-mails should include in the subject title: '100KTREEs' and WP number (if applicable) followed by a more specific description of the subject, deadline for feedback or reply

Furthermore it is required to copy the Project Coordinator Lars Boye Hansen (lbh@dhigroup.com) and Project Manager Birgitte Holt Andersen (bgha@cware.eu) in most important e-mail communications.

Funded by the European Union

There will be different mailing lists, which can be found on the 100KTREEs- MS Teams workspace together with the contact list. Required changes can be sent to bgha@cware.eu

### 5.1.2 MS Teams/Internal Communication Platform

A project 100KTREEs - MS Teams workspace was set up to act as repository for all working documents, minutes and reports.

Every member of the consortium has been invited to join the 100KTREEs - MS Teams workspace. In case of problems/need for a new account, please contact: bgha@cware.eu

## 5.2. External communication

External communication is considered towards parties outside the Consortium, target groups of the project, other stakeholders and the EU Project Officer.

The external communication is part of WP7 Dissemination and Communication for which one of the partners (GISIG) is responsible Alessandra Marchese (a.marchese@gisig.it).

### 5.2.1 Project website

The project website will be set up for external communication purposes. It can be found at www.100ktrees.eu. The project website is created with information about the project, its objectives, results, partners, events and news.

### 5.2.2 General Requirements

We are requested to indicate at all times that the project has received funding from the European Union. Using the following:

- display the EU emblem (When displayed together with another logo, the EU emblem must have appropriate prominence):
- include the following text (Disclaimer):

"This project has received funding from the European Union's Horizon- EUSPA-2021-SPACE research and innovation programme under grant agreement No 101082551. The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains."

- include the project logo

You can find the 100KTREEs logo on the 100KTREEs- MS Teams workspace, hereby the link: -Insert link-

A Brand Guide will be included in Deliverable 7.1.

### 5.2.3 Specific Project Presentation

On 100KTREEs - MS Teams workspace you can find the standard 100KTREEs PowerPoint presentation that can be used in external communication. Hereby the link: PowerPoint

## 5.3 Document standard/Templates

All public documentation needs to conform the document standards provided by the Coordinator. The document standard could be used for:

- Official EU reports (such as Periodic, Final);
- Public documents by the consortium;
- Project deliverables (in a report format); and
- any documents that are declared as public by the consortium.

All project templates (deliverables, presentations, document standard): are saved on 100KTREEs - MS Teams workspace. 100KTREEs templates are available here: -Insert link-

For internal project documents, it is also advised to apply this standard, such as WP meeting agenda and minutes.

### 5.3.1 Document Titles

*Table 6. Documentation guidelines*

| | Deliverables | Meetings | Conferences |
|---|---|---|---|
| **First letters** | 100KTREEs | 100KTREEs | 100KTREEs |
| **Underscore** | _ | _ | _ |
| **Next letters** | Deliverable number [Dx.y] [x=WP number, y=deliverable number] | Type of document (i.e. Agenda, Minutes, Presentation) In case of presentation, include WP number. | Event title |
| **Underscore** | _ | _ | _ |
| **Next letters** | Short explanatory title for the document. | Date and location of the meeting | Date and location of the meeting |
| **Underscore** | _ | | |
| **Next letters (for presentations only)** | | Short name of organisation and Initials of presenter | Short name of organisation and Initials of presenter |
| **Underscore** | | _ | _ |
| **Next letters** | "v" and number of revision of this specific report [v0.1=draft version, v1.0=final version] | "v" and number of revision of this specific report [v0.1=draft version, v1.0=final version] | "v" and number of revision of this specific report [v0.1=draft version, v1.0=final version] |

**Deliverable documents:**
[100KTREEs_Dx.y_Title v0.1]

Meeting documents:
[100KTREEs _Type of_Doc_Location_YYYYMMDD_Organisation_Initials)_v0.1]

**Conference presentations:**
[100KTREEs_Event_Location_YYYYMMDD_Organisation_Initials_v0.1]

# 6. Reporting

Throughout the lifetime of the project there are:

- Quarterly report(s)
- Internal periodic report(s) (financial & technical progress);
- Periodic report(s) to the EU (financial & technical progress);

## 6.1 Reporting Calendar

To ensure timely submission the partners should respect the following deadlines:

*Table 7. Reporting Calendar*

| Kind of report | Period covered | Uploaded to MS Teams workspace | Deadline to Project Manager | By whom? | Finalised & submitted to EC |
|---|---|---|---|---|---|
| Quarterly report 1 | M1-3 | Feb 2023 | Feb 2023 | CWARE | Feb 2023 |
| Quarterly report 2 | M4-6 | May 2023 | May 2023 | CWARE | May 2023 |
| Quarterly report 3 | M7-9 | Aug 2023 | Aug 2023 | CWARE | Aug 2023 |
| Quarterly report 4 | M10-12 | Dec 2023 | Dec 2023 | CWARE | Dec 2023 |
| Quarterly report 5 | M13-15 | Feb 2024 | Feb 2024 | CWARE | Feb 2024 |
| Quarterly report 6 | M16-18 | May 2024 | May 2024 | CWARE | May 2024 |
| Periodic report 1 | M1-18 | May 2024 | April 2024 | CWARE | May 2024 |
| Mid Term Review Meeting | M19 | June 2024 | May 2024 | CWARE | June 2024 |
| Quarterly report 7 | M19-21 | Aug 2024 | Aug 2024 | CWARE | Aug 2024 |
| Quarterly report 8 | M22-24 | Dec 2024 | Dec 2024 | CWARE | Dec 2024 |
| Quarterly report 9 | M25-27 | Feb 2025 | Feb 2025 | CWARE | Feb 2025 |
| Quarterly report 10 | M28-30 | May 2025 | May 2025 | CWARE | May 2025 |
| Quarterly report 11 | M31-33 | Aug 2025 | Aug 2025 | CWARE | Aug 2025 |
| Quarterly report 12 | M34-36 | Dec 2025 | Dec 2025 | CWARE | Dec 2025 |

| | | | | | |
|---|---|---|---|---|---|
| Final Term Review Meeting | M1-36 | Dec 2025 | Nov 2025 | CWARE | Dec 2025 |
| Periodic report 2 | M18-36 | Dec 2025 | Nov 2025 | CWARE | Dec 2025 |

Information to the 'Quaterly report' is provided by all invovled partners in 100KTREEs to be sent to the EU Project Officer by the Project Coordinator.

## 6.2 Periodic Report

The periodic report (EU GA: Article 20.3) must be submitted by the project Project Coordinator within 60 days following the end of each reporting period. This report must include explanations for any deviations (budget and content!) from the DoA (EU GA: Annex 1). Just like the internal progress report, the periodic technical report consists of a technical report and a financial report.

The 'periodic technical report' consists of two parts; Part A and Part B:

A) Part A is generated by the IT system. It is based on the information entered by the participants through the periodic report and continuous reporting modules of the electronic exchange system in the Participant Portal. The participants can update the information in the continuous reporting module at any time during the life of the project. Part A contains:

- the cover page,
- a summary which can be used for publications by the EC, and
- the answers to the questionnaire (covering issues related to the project implementation and the economic and social impact).

The Project Coordinator is responsible for part A.

B) Part B is the narrative part that includes explanations of the work carried out by the beneficiaries during the reporting period. Part B needs to be uploaded as a PDF document following the template of Part B Periodic Technical report.

WPL' s compile a report on their WP together with their TLs (Part B) and send it to the Project Manager one month before the deadline for uploading it in the participant portal. The Project Manager consolidates the provided information and sends the complete periodic technical report to the consortium for review. The final approved version will be uploaded in to the Participant Portal by the Project Manager.

The Periodic Report Template can be found on the EC website under H2020 reference documents:

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf

The 'periodic financial report' consists of:

1. Individual financial statement (EU GA: Annex 4) for each partner, for the reporting period concerned. This financial statement must detail the eligible costs for each budget category. Each partner and linked third parties must declare all eligible costs, even if costs exceed the amounts indicated in the estimated budget.
2. An explanation of the use of resources and information on subcontracting and in- kind contributions provided by third parties from each partner for the reporting period concerned;
3. a 'periodic summary financial statement' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners, including the request for interim payment.

The F-Sign of each partner will be able to complete online their own Financial Statement including the explanations on the use of resources, (also for their third parties). The Coordinator will have a final check on the statements and submit electronically to the EC.

## 6.3 Final report

In addition to the periodic report for the last reporting period, the Project Coordinator must submit the final report within 60 calendar days following the end of the last reporting period.

The Final Report Template should be soon available on the EC website under HorizonEurope reference documents:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents

The final report will most probably include the following:

1. a 'final technical report' with a summary for publication containing:
    - an overview of the results and their exploitation and dissemination;
    - the conclusions on the action and
    - the socio-economic impact of the action.

The Project Manager compiles this final technical report in consultation with the partners.

2. a 'final financial report' containing:
    - 'final summary financial statement' will be created automatically by the electronic exchange system, consolidating the individual financial statements of the partners for all reporting periods;
    - a 'certificate on the financial statements' for each partner (and for each linked third party), if it requests a total contribution of EUR 325 000 (or more) reimbursement of actual costs and unit costs.

## 6.4 Financial Reporting in Detail

### 6.5.1 Budget

The budget contains the estimated eligible costs, broken down by Partner (and linked third party) and budget category (EU GA: Articles 5, 6, and 14).

The budget is based on estimated costs and person months. Frequent internal reporting assures that these budgets are monitored well and that under- and over spending is noticed at an early stage. Please note that in reporting, actual costs must be reported and not budgeted ones.

All amounts must be specified in Euros. Beneficiaries and linked third parties with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro. Use the average of the daily exchange rates published in the Official Journal of the European Union, calculated over the corresponding reporting period. If no daily euro exchange rate is published, the costs must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period. Beneficiaries and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

The budget categories are listed in the EU GA: Article 6.2, these are:

A. Direct personnel costs:
    - costs for employees (or equivalent);
    - costs for natural persons working under a direct contract;
    - costs of personnel seconded by a third party against payment;
    - costs for SME owners without salary;

- costs for beneficiaries that are natural persons without salary;

B. Other direct costs:
   - Travel costs and related subsistence allowances;
   - Equipment costs;
   - Costs of other goods and services;

C. Direct costs of subcontracting

If necessary to implement the action, the partner may award subcontracts covering the implementation of certain action tasks described in the GA. The partner must award the subcontracts ensuring the best value for money or, if appropriate, the lowest price. In doing so, it must avoid any conflict of interests (EU GA: Article 35).

D. Direct costs of providing financial support to third parties (if option applies)

E. Costs of in-kind contributions not used on partner's premises (if option applies)

F. Indirect costs. Indirect costs should be calculated like as: 0,25 *(direct personnel costs (A)+ other direct costs (B)- Costs of in kind contributions not used on the partner's premises (E)). Note that costs of subcontracting are excluded from this 25% flat-rate.

G. Specific cost categories (if option applies): The budget category 'specific cost categories' only applies where specific activities are reimbursed by unit costs or lump sum costs. For the General MGA, this is currently the case for 'access costs for providing trans-national access to research infrastructure', 'costs for y measures in buildings' and 'costs for clinical studies'.

### 6.5.2 Individual Financial Statement – Declaration of Eligible Costs

The individual financial statement needs to be submitted electronically by each partner to the EU through the Participant Portal (EU GA: Annex 4).

The procedure below needs to be updated once this process is available in the EU Participant Portal of the Project.

1. Login to the Participant Portal

To be able to login to the Participant Portal you need to have an ECAS (European Commission Authentication Service) password.

a. Go to the sign-up page and create your ECAS account. Make sure you selected the right domain: External
b. Choose the tab 'my Projects'. If 100KTREEs is not listed, contact the Coordinator CWARE APS (Birgitte Holt Andersen).
c. Click in the column 'Actions' on 'PR' (=Periodic Reporting).
d. Click under your organisation on the 'Financial statement'. Fill in the requested information with explanations.
e. Once everything is filled in press "save".
f. Then click on the button "inform F-sign", the F-sign will be asked by e-mail to sign the financial statement electronically. If an organisation has not yet added a F-sign to the project (the PF-sign), the LEAR needs to be contacted. The LEAR needs to nominate a F-sign for the organisation and then the participant contact needs to add the F-sign to the project.
g. The PF-sign then needs to submit the financial statement to the coordinator.
h. The coordinator will make a final check and then submit the financial statements including all reports to the EU through the Participant Portal.

### 6.5.3 Audit – Certificate on the Financial Statements

A Certificate on the Financial Statements (CFS) is requested for each partner in case of total contribution of EUR 325 000 or more, as reimbursement of actual costs and unit costs. This means excluding the reimbursement of indirect costs (25%).

Partners submit:

- either one certificate per reporting period. Note: choose this option, only when you expect to exceed the threshold of EUR 325.000 at the end of the project;
- or a single CFS for the whole project.

In both cases, the certificate and related costs may only be submitted with the final financial report.

Please note that you have to keep the financial records of the expenses in this project, for a minimum of 5 years after the final payment has been received – digital or hardcopy.

## 6.6 Keeping records - supporting documentation

Each partner must — for a period of five years after the payment of the balance keep records and other supporting documentation in order 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).

For the different cost categories, consider the following documents:

Direct personnel costs:

- monthly signed time sheets (6.6.1 Time recording);
- calculation of hourly rate (EU GA: Article 6.2);
- proof of paid salary;
- labour contracts.

Other direct costs (travel costs and related subsistence allowances, equipment costs, costs of other goods and services):

- quotations (sub)contracts;
- all receipts of expenditure;
- meeting docs: signed presence lists, minutes, agenda;
- calculations of depreciation costs charged to the project.

Direct costs of subcontracting:

- quotations (sub)contracts;
- signed (sub)contracts.

### 6.6.1 Time recording

For personnel costs (declared as actual costs or on the basis of unit costs), the partners must keep time records for the number of hours declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly (EU GA article 18.1).

The time recording can be done by using a timesheet on paper or in a computer-based system. A template for time-sheets can be made available in 100KTREEs MS Teams workspace.

This template is not mandatory; beneficiaries may use their own model, provided that it fulfils the minimum conditions and it contains at least the information detailed below.

Time records should include:

- the title and number of the project, as specified in the EU GA;

- the partners full name, as specified in the EU GA;
- the full name, date and signature of the person working for the project;
- the number of hours worked for the action in the period covered by the time record; for reasons of assurance and legal certainly it is highly recommended that the number of hours is detailed per day (hours worked for the action in each day);
- the supervisor's full name and signature;
- a reference to the work package described in the DoA (EU GA: Annex 1), to easily verify that the work carried out matches the work assigned and the person-months reported to the action.

Information included in timesheets must match records of annual and sick leave taken, and work-related travel.

### 6.7 Budget transfers

With the consent of the Project General Assembly, a re-distribution of person-months between partners may be considered. This re-distribution is allowed without requesting an amendment (EU GA: Article 55) provided that it does not imply a substantial change to the action as described in the EU GA. All other re-allocations of budget items need to be discussed in order to decide whether to apply for an amendment to the EU GA.

The maximum grant amount (EU GA: Article 5) can however NEVER be increased.

## 7. Payments

The following types of payments are foreseen:

1. Pre-financing at the start of the project:

   Funding of costs included in Consortium Plan will be paid to Parties without undue delay according the pre-financing instalment schedule here below and provided the Coordinator has received the pre-financing payment from the Funding Authority.

Pre-financing funds remain EU property until they are 'cleared' against eligible costs accepted by the European Commission and until the payment of balance.

2. Interim payment following the approval of the internal periodic reports:

After approval of the formal periodic reports an interim payment will be issued.

3. Final payment following the approval of the final report:

The final payment will be transferred after the approval of the final report and consists of the difference between the calculated EU contribution (on the basis of the eligible costs) minus the amounts already paid.

## 8. Deliverables

### 8.1 List of Deliverables & Milestones

*Table 9. Deliverables*

| WP No | Del Rel. No | Title | Description | Lead Beneficiary | Peer Review |
|---|---|---|---|---|---|
| WP1 | D1.1 | Existing user requirements and sector practices | Report on user requirements for adopting satellite data supported in planning, budgeting, investment decisions. | URD | NDC |
| WP1 | D1.2 | New digital and satellite data supported decision processes | User feedback reports from alpha and beta testing rounds. | URD | NDC |

Funded by the European Union

| | | | | | |
|---|---|---|---|---|---|
| WP1 | D1.3 | Define use cases with Copenhagen and Sofia | Plan for demonstration of the 100KTREEs toolbox in Copenhagen and Sofia Metropolitan areas. | URD | DHI |
| WP1 | D1.4 | Stakeholder analysis and establishing local user groups | Requirements and recommendations for further adoption of satellite-based support decision tools in an EU market | URD | CWR |
| WP1 | D1.5 | Crowd science and citizen participation | Information about urban trees collected through crowd science app | GTF | NDC |
| WP2 | D2.1 | Data inventory and evaluation of open Copernicus services and EO data | Inventory of data relevant to 100KTREEs. | DHI | URD |
| WP2 | D2.2 | Automated detection of trees & interference analysis | StoryMap with various tree maps for Copenhagen & Sofia. | EUROSENSE EUROSENSE GMBH | DHI |
| WP2 | D2.3 | Classification of tree vitality by colour-infrared imagery and deep learning | Guidelines & tools for (semi-) automated mapping of urban trees and potential for integration of crowd-sourcing data. | EUROSENSE EUROSENSE GMBH | BitaGreen |
| WP2 | D2.4 | Field work & integration of data from crowd-sourcing | ML based Copernicus data enhancer tool. | DHI | OneTree |
| WP2 | D2.5 | Tool for assisted Copernicus service enhancement based on Machine Learning | Data management system (database). | DHI | Eurosense |
| WP3 | D3.1 | Analysis of the needed and existing data on tree attributes | Tree attributes version 1. | EUROSENSE EUROSENSE GMBH | EcoTree |
| WP3 | D3.2 | Filling in missing data | Tree attributes final version. | EUROSENSE EUROSENSE GMBH | EcoTree |
| WP3 | D3.3 | Literature review | Standardized tree types. | ECO | Eurosense |
| WP4 | D4.1 | GIS platform for ES Modelling and Multi-criteria Assessment | Cloud-based environmental services and urban tree locator tool. | VUB | DHI |
| WP4 | D4.2 | Graphical User Interface (GUI) Development | Graphical user interface for modelling and APIs for Sofia and Copenhagen. | OTF | BitaGreen |
| WP4 | D4.3 | Urban Pluvial Flood Inundation and Damage Assessment | Video on assessment guidelines for pluvial flood disaster-risk reduction, air pollution improvement, noise abatement, urban cooling, carbon mitigation and biodiversity enhancement in 2 cities. | VUB | DHI |
| WP5 | D5.1 | Planting trees business cases | CBA and approach for monetising the socio-economic value of tree planting in Cities. | CWARE | ECOTREE |
| WP5 | D5.2 | Literature review | Final results of costs and socio-economic benefits of planting trees – Copenhagen and Sofia cases. | CWARE | URD |
| WP6 | D6.1 | Key exploitable results and IPR | Scalability of the 100KTREEs toolbox and service. | NDC | CWR |
| WP6 | D6.2 | Scalability, geographic and thematic | MVP and more complex service offerings. | NDC | CWR |
| WP6 | D6.3 | MVP and more complex modelling options | 100KTREEs Business models for commercialization. | NDC | BitaGreen |
| WP6 | D6.4 | Business Models and Plan for | 100KTREEs Draft final Business plan. | NDC | CWR |

| | | | | | |
|---|---|---|---|---|---|
| | | commercialisation of the 100KTREEs toolbox | | | |
| WP6 | D6.5 | Collaborative Financial Mechanism for cities | 100KTREEs Final Business plan. | NDC | CWR |
| WP6 | D6.6 | | Collaborative Financial mechanism for cities. | ECO | CWR |
| WP7 | D7.1 | Communication and dissemination strategy and plan | C&D strategy and plan. | GISIG | NDC |
| WP7 | D7.2 | Dissemination material and web presence | 100KTREEs Website and web presence. | GISIG | NDC |
| WP7 | D7.3 | Promotion and dissemination activities | Dissemination materials, e.g., leaflets infographics, e-newsletters, videos and posters. | GISIG | NDA |
| WP7 | D7.4 | Dialogue with cities and engagement of local communities | Networking Webinar materials. | GISIG | NDA |
| WP8 | D8.1 | Risk and quality management | Risk and Project Quality Management Plan. | CWARE APS | Eurosense |
| WP8 | D8.2 | Data management, GDPR, IPR, legal and ethics management | Data management Plan. | EUROSENSE GMBH | GISIG |

**Commented [an1]:** Is it meant here SDA or NDC? SDA is ok being reviewer of these 2 deliverables.

## 8.2 List of milestones

| **Milestones**<br>*Grant Preparation (Milestones screen) — Enter the info.* | | | | | |
|---|---|---|---|---|---|
| **Milestone No** | **Milestone Name** | **Work Package No** | **Lead Beneficiary** | **Means of Verification** | **Due Date (month)** |
| 1 | Website launch and C&D strategy | WP7 | 5-GISIG | Public access to website | 3 |
| 2 | Completed Collection of current tree data for Copenhagen and Sofia | WP2 | 1-DHI | Uploaded on website | 6 |
| 3 | User requirements workshops | WP1 | 9-UrbanDigital | Events in Copenhagen (M4) and Sofia (M6) | 6 |
| 4 | Collate tree attribute information | WP3 | 4-EcoTree | Uploaded on website | 12 |
| 5 | Modelling tools finalised | WP4 | 6-VUB | Test version available on website | 24 |
| 6 | Alpha testing of toolbox | WP1 | 9-UrbanDigital | Co-creation workshops (M15, M17) | 26 |
| 7 | Beta testing of toolbox | WP1 | 9-UrbanDigital | In-house testing with URD and SDA (M27) | 30 |
| 8 | 100KTREEs toolbox demonstrations | WP7 | 5-GISIG | Networking webinars | 36 |
| 9 | Business case presentations innovative business models | WP5 | 10-NDCONSULT | Presentation administrations of results to city administrations | 34 |
| 10 | Final conference | WP7 | 5-GISIG | Presentation of final results of 100KTREEs | 35 |

Funded by the European Union

## 8.3 Approval process of deliverables

WPL's are responsible for their WP deliverables. Before the month of the deliverable deadline, the WPL and the author discuss which internal expert will review the first final draft version at the same time the WPL reviews it. The WPL approaches the internal expert for confirmation.

**Commented [ni2]:** we could specify who reviews what already?

On the first day of the month of the deliverable deadline, the author sends the first final draft version of the deliverable to their WPL, the appointed internal expert and the Coordinator bgha@cware.eu. Within the following two weeks, the WPL and the appointed internal expert review the first final draft version of the deliverable. On the 14th of the month of the deliverable deadline, they must send their comments to the author. Then the author has one week to adjust the document where necessary.

On the 21st of the deadline of the month of the deliverable deadline, the author sends the second final draft version to the Project Coordinator. The Project Coordinator has one week to do a final check. On the last working day of the month, the Project Manager will upload the document to the Participant Portal and place a copy on the 100KTREEs MS Teams workspace Deliverables.

## 8.4 Timetable of quality review process

*Table 10. Quality review process*

| Submit date | Action |
|---|---|
| Before the month of the deadline, the author discusses with the WPL which internal expert will be asked to review the first final draft of the deliverable. Commitment from this will need to be confirmed. | |
| 1st of the month of deadline deliverable | Author sends the first final draft version of the deliverable to the WP leader, the appointed internal expert and the Coordinator (bgha@cware.eu). |
| 2 weeks: The WPL (first reader) as well as the appointed internal expert review the deliverable separately<br>and provide it with comments. | |
| 14th of the month of deliverable deadline | WPL and internal expert send their comments to the author. |
| 1 week: Author adjusts the deliverable where necessary. | |
| 21st of the month of deliverable deadline | Author sends the second final draft version of the deliverable to the Coordinator. |
| 1 week: Project Manager does a final check. | |
| Last working day of the month | The Coordinator uploads the final document to the Participant Portal and places a copy on the 100KTREEs MS Teams workspace Deliverables. |

# 9. Dissemination of results and Open access

The partners must - as soon as possible (but not before a decision on their possible protection) — disseminate their results (i.e. make them public). Some of the classic forms of dissemination are:

- Website;

- Peer reviewed publication (open access);
- Presentation at a scientific conference.

The dissemination measures should however be consistent with the 'Communication and Dissemination Plan' (D7.1) and proportionate to the impact expected from the action. Deliverable 7.1 'Communication and Dissemination Plan' will be ready in Feb 2023 (M3). This document will provide with more guidelines.

When deciding on dissemination, the partners must also consider the other partners' legitimate interests.

## 9.1 Open access to scientific publications

Each partner must ensure open access (free of charge online access for any user) to all peer reviewed scientific publications relating to its results.

In particular, it must:

- As soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications;

Moreover, the partner must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.

- Ensure open access to the deposited publication — via the repository — at the latest:

  (i) on publication, if an electronic version is available for free via the publisher, or

  (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
- Ensure open access — via the repository — to the bibliographic metadata that identify the deposited publication.

The bibliographic metadata must be in a standard format and must include all of the following:

- the terms "European Union (EU)" and "Horizon-EUSPA-2021-Space";
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and
- a persistent identifier.

## 9.2 Dissemination rules

The complete rules for dissemination are covered in Section 8.4 of the CA and Article 29 of the EU GA.

More concretely, the partner wishing to publish, present or disclose information about the project must follow the following procedure:

Table 11. Prior notice time

| Type of dissemination / communication | Prior notice time before submitting the publication |
|---|---|
| Peer-reviewed scientific journal articles | 3 weeks |
| Theses (Ph.D./M.Sc./B.Sc.) | 3 weeks |
| Conference publications (abstracts and posters) | 1 week |
| Articles in professional magazines (no peer review) | 2 weeks |
| Press releases | 2 weeks |
| General promotion in social media, company newsletters etc. | No prior notice |

- An objection is justified if:
  a. the objecting party's legitimate academic or commercial interests in relation to the results or background would be significantly harmed;
  b. the projection of the objecting party's results or background is adversely affected.
- The objection has to include a precise request for necessary modifications.
- The objecting partner can request a publication delay of not more than 45 calendar days from the time it raises such an objection. After 45 calendar days the publication is permitted, provided that Confidential information has been removed from the publication as indicated by the objecting partner.

A partner shall not include in any dissemination activity another partner's results or background without obtaining written approval, unless they are already published.

The author informs the Project Coordinator when the planned publication has been accepted for publishing (for monitoring proposes).

### 9.2.1 General requirements

Unless the EC requests or agrees otherwise or unless it is impossible, any dissemination of results (in any form, including electronic) must:

(a) display the EU emblem (When displayed together with another logo, the EU emblem must have appropriate prominence.):

**9.2.2** include the following text (Disclaimer):

*"This project has received funding from the European Union's Horizon- EUSPA-2021-SPACE research and innovation programme under grant agreement No 101082551. The opinions expressed in this document reflect only the author's view and reflects in no way the European Commission's opinions. The European Commission is not responsible for any use that may be made of the information it contains".*

## 10. Data Management

At the beginning of the project, the data management plan (DMP) will be developed (D8.2). DMP cover the life cycle of the project according to the Guidelines on Data Management in Horizon-EUSPA-2021-Space.

The research data generated during the 100KTREEs project includes measurements and analyses and results. The data does not, however, contain any business secrets or other information that might violate the 100KTREEs partners' ownership rights and possibilities to protect innovations.

## 11. Data Protection and GDPR compliance

There will be one Data Protection Officer (DPO) to be appointed by EUROSENSE for the project, Rolf Wilting.

GDPR compliant privacy policy will be developed and communicated to all project stakeholders DPO's being the main contact point for any occurring personal data protection issues. Processing of personal data of project personnel, any personal data related to dissemination activities through third parties e.g. social media processors and any collaboration tool processors shall be done adhering GDPR and only with processors providing sufficient guarantees of GDPR compliance. All the procedures, technical and organizational measures, templates, informed consent procedures, Data Protection Agreements are kept in file in 100KTREEs MS Teams workspace Data protection & GDPR, included in submitted as deliverables according to Data Management Plan (D8.2).

Funded by
the European Union

# 10. Appendices

## 10.1 Appendix 1 – Abbreviations and acronyms

| | |
|---|---|
| AGA | Annotated Model Grant Agreement |
| CA | Consortium Agreement |
| CFS | Certificate on the Finance Statement |
| DoA | Description of the action |
| EC | European Commission |
| ECAS | European Commission Authentication Service |
| EU | The European Union |
| EU GA | EU Grant Agreement project specific |
| GA | General Assembly |
| IA | Innovation Action |
| PO | Project Officer from the European Commission |
| TL | Task Leader |
| WP | Work Package |
| WPL | Work Package Leader |

## 10.2 Appendix 2 – Template for a documents standard

Link to templates on Teams to be inserted

## 10.3 Appendix 3 – Excel Template for internal financial progress report

To be inserted

## 10.4 Appendix 4 – 100KTREEs budget

To be inserted

## 10.5 Appendix 5 NDA template

To be inserted

## 10.6 Appendix 5 –

| TIME RECORDING | Month: | | Year: | |
|---|---|---|---|---|

| | |
|---|---|
| **Beneficiary's name (organisation):** | |
| **Name & funcion of the person working:** | |

| Reference | DAY | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *EU Project '1' (acronym & GA no)* | *WP1* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP2* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP'n'* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| *EU Project '2' (acronym & GA no)* | *WP1* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP2* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP'n'* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| *EU Project 'n' (acronym & GA no)* | *WP1* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP2* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| | *WP'n'* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Other working hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Sick leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Public holidays | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Holiday leave | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Other absences | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| **Total hours** | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total hours EU Project '1' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Total hours EU Project '2' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |
| Total hours EU Project '3' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 |

| | |
|---|---|
| **Signed by** (name of the person working on the action): | **Signed by** (name of the supervisor): |
| **Date:** | **Date:** |
| **Signature:** | **Signature:** |