

---

# WP1: PROJECT MANAGEMENT

**FULVIO FRATI**

UNIVERSITÀ DEGLI STUDI DI MILANO (UMIL)



## ELIGIBILITY AND RECORD KEEPING

1. Eligibility of staff members
2. Duration of the secondment
3. Work performed during the secondment and full-time dedication to the project activities
4. Use of category A: staff member costs



# ELIGIBILITY OF STAFF MEMBERS

1. The **seconded staff members** should be one of the following:

- a) **Early Stage Researcher**
- b) **Experienced Researcher**
- c) **Administrative, managerial or technical staff** (supporting **R&I**)

2. **Actively engaged in or linked to R&I activities** for at least **1 month** at the sending institution

3. **Type of relationship** (employment contract, fellowship or other) **is NOT relevant** — as long as:

- a) **it complies with national law**
- b) **it complies with internal practices**
- c) **it confers the necessary legal means in terms of controls and instructions**

## ELIGIBILITY OF STAFF MEMBERS - 2

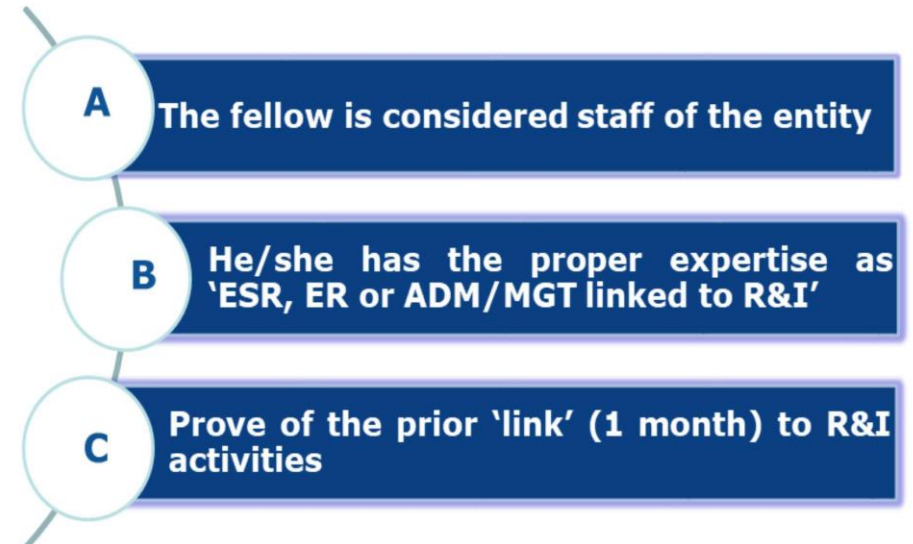
### Staff eligible for secondment

- **PhD**
- **External consultant**
- **Technical staff** linked to R&I
- **Managerial and administrative staff** involved in R&I activities

### Special case

- **Master students:** generally lacking the necessary expertise/training to actively contribute to R&I activities performed in the frame of the project

The consortium members should be able to prove, upon request (desk-check/audit):



# SECONDMENT DURATION

- 1. Duration:** minimum 1 month, maximum 12 months (per seconded staff member)
- 2. Split stays:** should refer to → the same staff member → seconded from the same sending organisation → to the same hosting organisation

The consortium members should be able to prove, upon request (desk-check/audit):



# FULL TIME DEDICATION TO THE PROJECT

1. **Full-time dedication:** the beneficiaries should ensure that the staff members are seconded full-time

2. **Work performed during the secondment:** the declared number of person-months must be linked to the implementation of the action as described in the Annex I

The consortium members should be able to prove, upon request (desk-check/audit):

- A **Documentation of the tasks and activities**
- B **Commitment to the project full-time**

# STAFF MEMBER COSTS

1. **It must be used fully** for the staff member mobility
2. It contributes to the costs for the seconded staff members related to **travel, accommodation and subsistence**

The consortium members should be able to prove, upon request (desk-check/audit):

**Show the full use of category A for the benefit of the fellow**



# UNIT COSTS

## Principle

- Not actual costs
- However, category A treated as real cost
- Fixed reimbursement

## Calculation

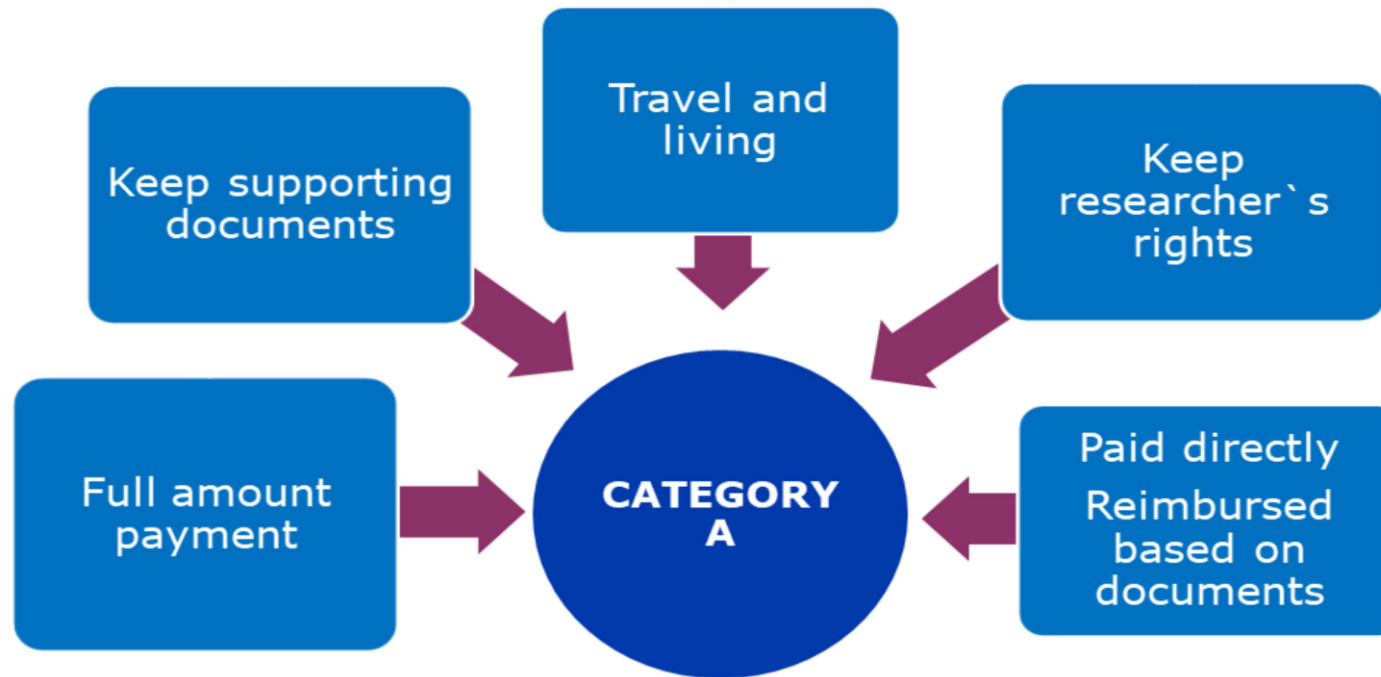
- € 4600 x number of months
- Split stays and incomplete months  
→ € (4600/30) x number of days



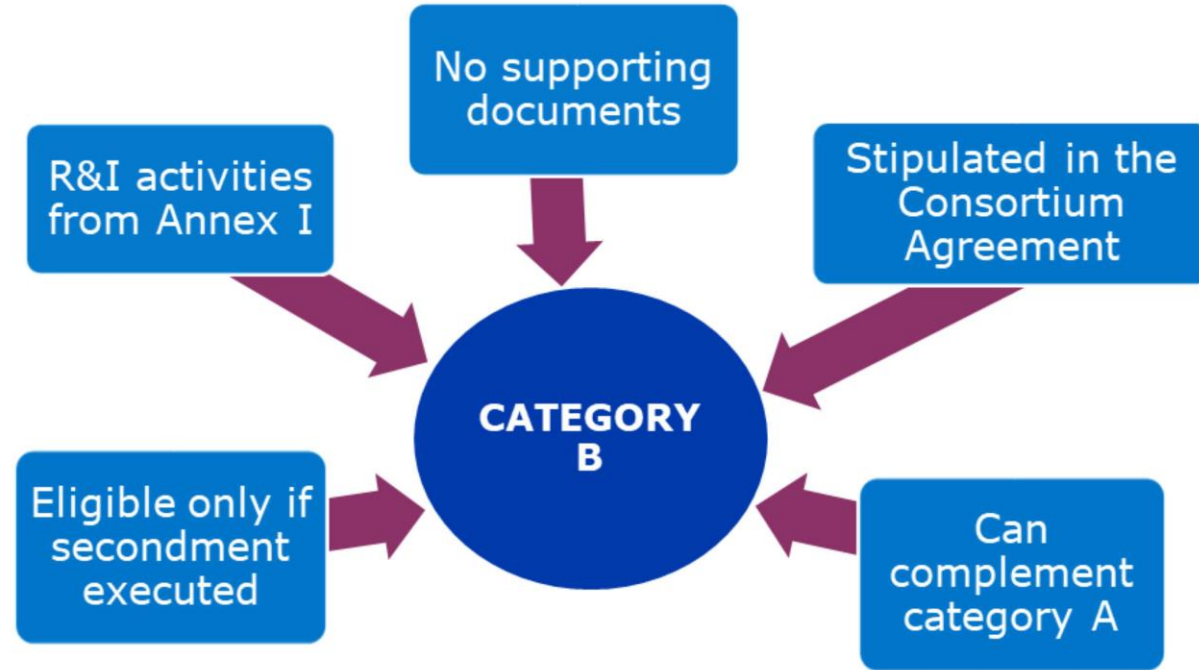
\*These unit costs are subject to a funding rate of 100% and **no country coefficients** apply



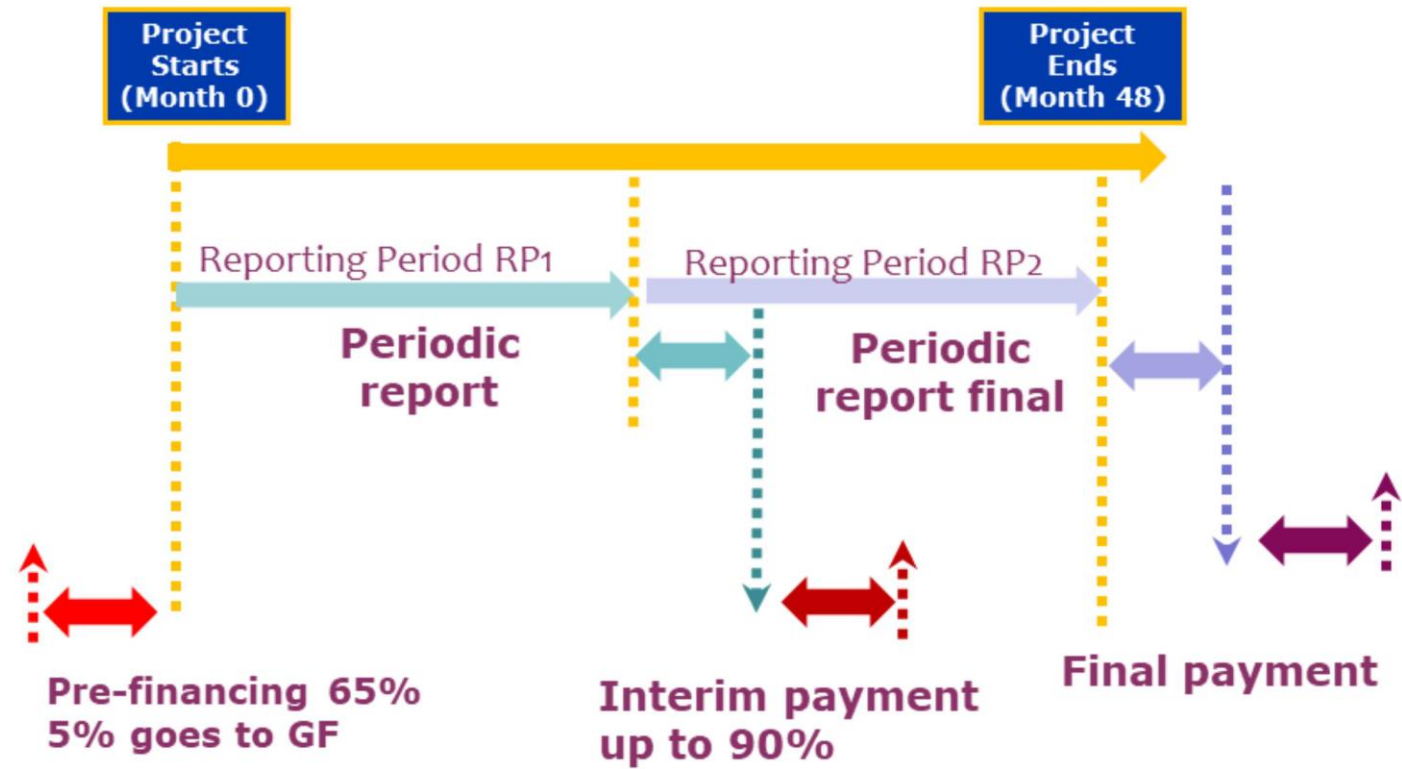
# UNIT COSTS – CATEGORY A



# UNIT COSTS – CATEGORY B



# PAYMENTS



# MEETINGS

## 1. Project meetings

- Kick-off meeting
- Mid-term meeting

## 2. Reporting

- Continuous Reporting
- Periodic Reports
- Key Messages



# MID-TERM MEETING

**REA Staff  
Experts**



**Beneficiaries  
Partners  
Secondees**



**In EU/AC**

**1 day**  
(or 2 half-days)



**Between month 14-18**  
(after project start date)

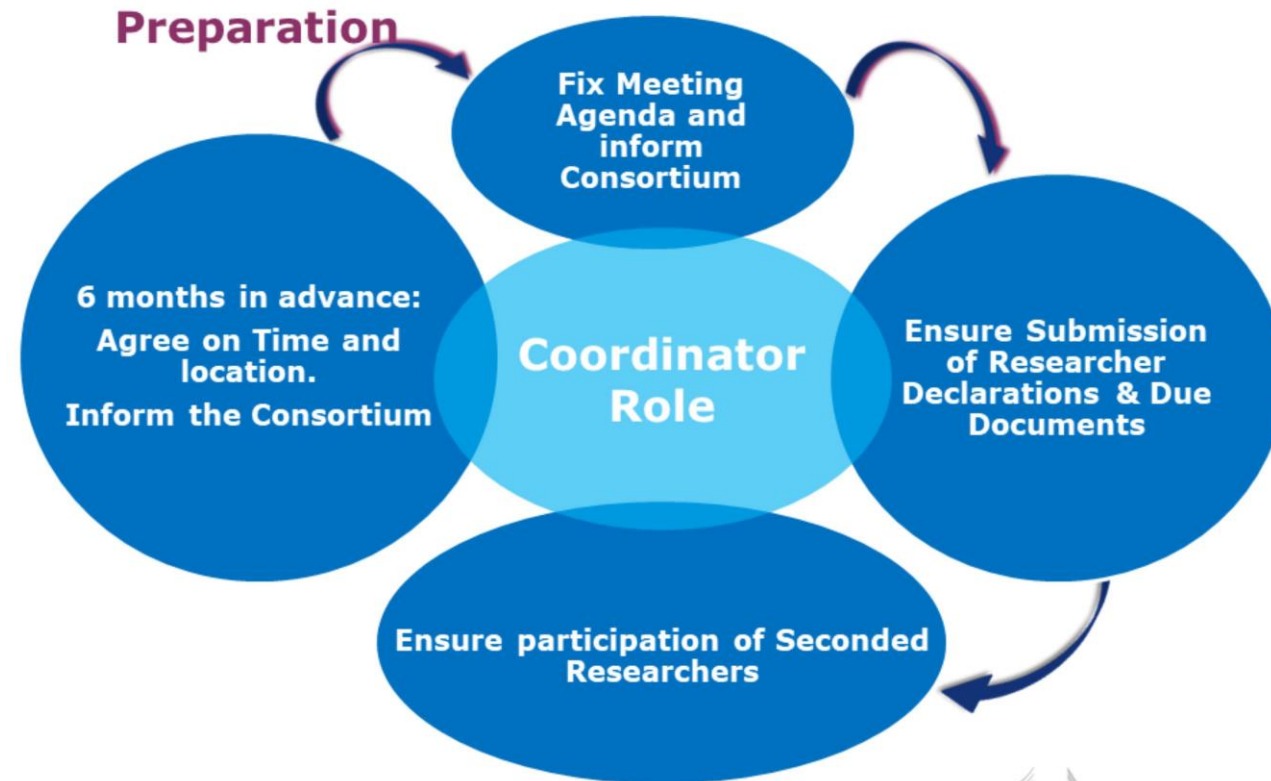
Contractual obligation but useful dialogue

## Scope

- Status of the project
- Issues /solutions
- Meet researchers



## MID-TERM MEETING - 2



# PROJECT REPORTING

## Continuous reporting

- Deliverables
- Progress report
- Researcher Declarations – RD
- Summary for publication

## Periodic reporting

- Periodic reports
- Evaluation questionnaire
- Follow-up questionnaire



# CONTINUOUS REPORTING

- **Deliverables** and **Researchers** tabs completed by deadlines specific, throughout the project lifecycle
- **Progress report** – all tabs completed
- **Summary for publication**

## Researcher Declarations (RD)

### Researcher Declaration

Project's Researcher Library

← **Library of RDs: shows duplicate entries**

Fellow Id	First Name	Last Name	Gender	Birthday	Nationality	Submitted Declarations
1	Domen	Domen	M	19-12-1989	SI - Slovenia	1 of 1
2	Valentina	Valentina	F	31-01-1980	IT - Italy	1 of 1
3	Greta	Greta	F	19-03-1975	IT - Italy	1 of 1
4	Jure	Jure	M	23-04-1989	SI - Slovenia	1 of 1

### Researcher Declaration

← **Secondment Declarations**

Nc	Fellow Id	First Name	Last Name	Status	Sending Organisation	Secondment Organisation	Start Date	End Date	Working Time Commitment	Duration
1	1	Domen	Domen	SUBMIT	G	G	04-05-201	02-07-201	Full Time	6.93
							04-10-201	02-11-201	Full Time	
							08-04-201	06-06-201	Full Time	
							06-10-201	04-12-201	Full Time	
2	2	Valentina	Valentina	SUBMIT	U	U	30-06-201	13-08-201	Full Time	1.5
3	3	Greta	Greta	SUBMIT	P	P	13-07-201	12-01-201	Full Time	12
							13-07-201	18-11-201	Full Time	
4	4	Jure	Jure	SUBMIT	G	G	01-03-201	29-08-201	Full Time	8.83
							30-08-201	25-11-201	Full Time	

→ **Splits correctly encoded**

# PERIODIC REPORTING

Grant Management		Project Periodic Report										GoFund
MSCA-RISE		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part B)	Financial Statements	Researchers
Period No: 1	Duration (months): 24	✓	i	⚠	✓	✓	i	✓	✓	i	i	i
Reporting Period : [01 Jan 2015 - 31 Dec 2016]												

## Periodic Technical Report – Part A:

### Summary for publication

- To be published by EC services
- Follow the template

### Deliverables

- All deliverables due should be submitted before sending the reporting package
- Ethics deliverables - if applicable
- Notify in advance and justify any delays

Grant Management		Project Periodic Report										GoFund
MSCA-RISE		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part B)	Financial Statements	Researchers
Period No: 1	Duration (months): 24	✓	i	⚠	✓	✓	i	✓	✓	i	i	i
Reporting Period : [01 Jan 2015 - 31 Dec 2016]												

## Critical risks

- State of play for Risk Mitigation
- Any unpredictable risks? Module to be updated, if applicable

## Publications

- Related to the project and the seconded researchers
- Link to the source of publication
- EU funding acknowledgment
- Open access

# PERIODIC REPORTING - 2

Grant Management		Project Periodic Report										GOCARD
MSCA-RISE HORIZON 2020 Period No: 1 Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part B)	Financial Statements	Researchers
		✓	i	⚠	✓	✓	i	✓	✓	i	i	i

## Financial Statements – FSs

- Researcher Declarations (RD)
- RD modified
- Beneficiary submits to COO
- Coordinator to REA
- Terminated beneficiaries
- Check Operating grant "0"

Grant Management		Project Periodic Report										GOCARD
MSCA-RISE HORIZON 2020 Period No: 1 Duration (months): 24 Reporting Period : [01 Jan 2015 - 31 Dec 2016]		Summary for publication	Deliverables	Critical Risks	Publications	Dissemination Communicati	Patents (IPR)	SME Impact	Gender	Tech.Report (Part B)	Financial Statements	Researchers
		✓	i	⚠	✓	✓	i	✓	✓	i	i	i

## Researchers – RDs

- All RDs in SYGMA
- Split stays
- Final period

# PROJECT COLLABORATION TOOLS

- Web-site hosted by UMIL
  - <http://aeras.di.unimi.it>
  - No need to pay for hosting
  - Be available within 1 month
- Versioning tool
  - SVN server will be provided by UMIL
  - Specific folders per WP – Task – General documents
- Project platform (PaaS)
  - To be decided during the project



# SECONDMENT PLAN

**Table B.2.2.1: Transfer of knowledge per fellow/secondment/Work Package**

ID	From To	WP	Knowledge Transferred from Fellow to Hosting Institution	Knowledge Gained by Fellow from Hosting Institution
I/ER	STS	2	Security control, risk analysis, cyber range requirements, esp. for edge/cloud security. Design and deployment of secure systems.	Security assurance, security certification, and cyber range requirements.
	AEGIS	4	Security control, risk analysis, cyber range requirements, esp. for edge/cloud security. Design and deployment of secure systems.	Cyber range tools, adaptive visualization, tools for digital forensics investigations and emulation/simulation.
	PAGNI	4	Security control, risk analysis, cyber range requirements, esp. for edge/cloud security. Design and deployment of secure systems.	Healthcare authority processes and systems, collaborations during public health threats/emergencies; how these are supported technically, systems/methods for training staff.

Partner number	Partner short name	Country	Number of secondments funded by EU	Researcher Months funded by EU Period 1	Researcher Months funded by EU Period 2	Researcher Months funded by EU Overall
1	UMIL	Italy	12	30.00	18.00	48.00
2	CITY	United Kingdom	12	28.00	20.00	48.00
3	CUT	Cyprus	12	24.00	24.00	48.00
4	STS	Switzerland	15	28.00	32.00	60.00
5	AEGIS	Germany	6	9.00	15.00	24.00
6	PAGNI	Greece	12	18.00	30.00	48.00
7	UPAT	Greece	9	8.00	28.00	36.00
<b>TOTAL</b>			<b>78</b>	<b>145.00</b>	<b>167.00</b>	<b>312.00</b>

Staff member ID	Staff member profile	Sending Org. (Short Name)	Sending Org. (Country)	Sending Org. (Region)	Sending Org. (Academic Sector)	Seconded to Org. (Short Name)	Seconded to Org. (Country)	Seconded to Org. (Region)	Seconded to Org. (Academic Sector)	Work package number	Secondment Starting month	Duration of secondment (researcher-months)
1	ER	UMIL	IT	EU/AC	yes	PAGNI	EL	EU/AC	no	WP4	31	4
2	ER	UMIL	IT	EU/AC	yes	PAGNI	EL	EU/AC	no	WP3	9	4
2	ER	UMIL	IT	EU/AC	yes	AEGIS	DE	EU/AC	no	WP3	15	4
2	ER	UMIL	IT	EU/AC	yes	STS	CH	EU/AC	no	WP5	24	4
3	ER	UMIL	IT	EU/AC	yes	AEGIS	DE	EU/AC	no	WP3	6	4

# COVID EXTENSIONS

- Only two active secondments from CUT
  - Pantelitsa Leonidou seconded in AEGIS
  - Kostas Iordanu seconded in PAGNI
- Proposal to shift ahead the deadlines of one year
  - Amendment needed
- Mid-term meeting at end of May (proposed by the PO)







UNIVERSITÀ  
DEGLI STUDI  
DI MILANO

